TI 4100.27

AVN REPAIR STATION/ QUALITY CONTROL MANUAL

UA2R206L (OKC), UA27206L (ANC), UA23206L (ATL)
UA28206L (BTL), UA25206L (SAC)

AVIATION SYSTEM STANDARDS

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RECORD OF CHANGES

DIRECTIVE NO. **TI 4100.27**

Keep your directives current. After filing revised pages and removing obsolete pages, initial and date the block following the change number. Request any missing changes from your central distribution point.

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CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

TI 4100.27
CHANGE 13

SUBJ: Repair Station No.'s UA2R206L (OKC), UA27206L (ANC), UA23206L (ATL), UA28206L (BTL), UA25206L (SAC), Repair Station/Quality Control Manual

Change 13 provides clarity for certain paragraphs and procedures regarding the Aviation System Standards Repair Station/Quality Control Manual and changes "Metrack" to "Electronic Database" throughout the Manual.

The List of Effective Pages is updated.

The Master Table of Contents is updated.

The Alphabetical Index is updated.

VOL. 1, Chapter II, Section 4 is revised to clarify Satellite Repair Station personnel duties.

VOL. 1, Chapter III, Section 0 is revised to correct error in title of Section 8.

VOL. 1, Chapter III, Section 9 is revised to add web page reference to access AIR-200, Best Practice documents.

VOL. 1, Chapter IV, Section 1 is revised to clarify alternate means to obtain the Repair Station/Quality Control Manual.

VOL. 2, Chapter IV, Section 1 is revised to clarify limitations on calibration intervals.

VOL. 2, Chapter V, Section 1 is revised to clarify why corrective actions are tracked and analyzed.

VOL. 2, Chapter V, Section 2 is revised to add VN Form 4100-26.

VOL. 2, Chapter V, Section 5 is revised to remove reference to ISO.

VOL. 2, Chapter V, Section 6 is revised to clarify Corrective Action Flow Chart.

VOL. 2, Chapter VI, Section 2 clarifies inspection requirements and specifies VN forms for training records.

VOL. 3, Chapter I, Section 0 was revised to delete duplication of list of forms.

VOL. 3, Chapter I, Section 8 was revised to add Audit/Corrective Action Report, VN Form 4100-26.

VOL. 3, Chapter I, Section 10 clarifies form instructions.

VOL. 3, Chapter I, Section 19 is initiated to add Aircraft Ground Operator Qualification/Proficiency Check Form, VN Form 4100-88.

VOL. 4, Table of Contents title changed from “Forms” to “Training”

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Thomas D. Pickle, Director of Maintenance
Aircraft Maintenance and Engineering Division, AVN-300

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

LIST OF EFFECTIVE PAGES

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AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

FOREWORD

Aviation System Standards (AVN), is the holder of Certified Repair Station, Certificate Number UA2R206L, in Oklahoma City, with Satellite Repair Stations Certificate Numbers UA27206L Anchorage (ANC), UA23206L Atlanta (ATL), UA28206L Battle Creek (BTL), and UA25206L Sacranento (SAC) issued under FAR 145 for airframes, powerplants, propellers, radios, instruments, accessories and specialized services. The Aircraft Maintenance and Engineering Division (AMED) is responsible for the maintenance, repair, overhaul, and modification of customer aircraft

Any reference to Aircraft Maintenance and Engineering Division, or AVN-300 shall be synonymous with Federal Aviation Administration Office of Aviation System Standards as shown on operation specifications.

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC),UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

INTRODUCTION

This Repair Station/Quality Control Manual has been prepared in accordance with the current Federal Aviation Regulations (FAR). For the purposes of this manual and FAR Part 145, AVN is the holder of the domestic repair station certificate. In addition, AVN holds the certificates for four Satellite Domestic Repair Stations. AVN Repair Station references in the manual are defined as the Oklahoma City Repair Station and the four associated Satellite Repair Stations. The Aircraft Maintenance and Engineering Division Manager, AVN-300, is the Accountable Manager; the Assistant Division Manager, AVN-301, is the Administrative Manager; the Manager, Quality Assurance Branch, AVN-320, is the Chief Inspector; the Manager, Base Maintenance Branch, AVN-330, and the Manager, Line Station Branch, AVN-310, are the Maintenance Managers. These titles are interchangeable throughout this manual.

This manual describes the organization and explains the repair station inspection system, including continuity of inspection, incoming inspection, work assignment and control, preliminary inspection, hidden damage inspection, final inspection, precision measuring and test equipment calibration, and major repairs and alterations. Inspection forms used and their method of execution are included.

> **NOTE:** The Electronic Database is an automated system that serves as a database for the retention of aircraft related information. It provides a communication network that links selected maintenance users microcomputers to a mainframe computer. Various maintenance information (aircraft recordkeeping, maintenance scheduling, special authorizations, maintenance programs, reliability tracking and aircraft parts and components tracking) is monitored, tracked and updated on a daily basis and serves as the primary automation system that supports the Aircraft Maintenance and Engineering Division's maintenance operation.

This repair station will maintain or alter only those products for which it is rated, and will not maintain or alter any product if it requires technical data, equipment, materials, facilities or trained personnel that are not available at the facility or at the place where the work is to be done.

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CHAPTER 0.2 GENERAL

1. MANUAL STRUCTURE

A. GENERAL

Repair Station/Quality Control Manual is issued in electronic form and loose-leaf, single-sided hard copies.

2. REVISION SYSTEM

A. GENERAL

(1) The revision system provides methods to ensure new information can be incorporated into the approved TI manual system. The basic manual is revised on an as-needed basis. The method of revision is done by issuing page changes, with an associated transmittal page for manual updating.

(2) Action to correct misspelled words or to improve sentence structure will be held until a revision is made.

B. REVISIONS

(1) Changes to the basic manual will be issued as "page changes" ready for insertion. A Transmittal Page will accompany all changes issued, and is identified by a black rectangle located in the upper left hand corner with the word CHANGE contained therein. The Transmittal Page will identify the manual being changed, indicate the change number, show the effective date of the change(s), provide a synopsis of the major changes, and include a Page Control Chart to indicate the pages to be removed and/or inserted, as appropriate.

(2) A RECORD OF CHANGES page, VN Form 4100-65, is included in the front of each manual to record the date the change was inserted into the manual. This page will provide a quick reference for determining the revision status of the specific manual.

(3) If most of the data in a paragraph or section has been revised, an asterisk will be placed at the highest level to indicate that all the data in the section or paragraph has been revised. The asterisk will be removed at subsequent revisions so that only changes made by the current revision are indicated.

C. REVISIONS RESPONSIBILITIES

(1) AVN-300 is responsible for:

(a) Assuring the Repair Station/Quality Control Manual and maintenance training programs meet regulatory compliance.

(b) Standardization of manual format.

(c) Control of changes for this Repair Station/Quality Control Manual.

(d) Printing and distribution of the manual and changes.

(e) Soliciting comments and making necessary corrections.

(f) Make the Repair Station/Quality Control Manual or appropriate portions available to any person performing maintenance or ground operation on aircraft worked under the Certified Repair Station.

(2) Users are responsible for:

(a) Forwarding suggested corrections and changes to AVN-320 for processing.

(b) Maintaining assigned manuals, including changes. Each person issued a copy of this manual is responsible for inserting all revisions and being familiar with its contents.

(c) Copied pages from the Repair Station/Quality Control Manual or from the Electronic Maintenance Library Website are only valid for immediate use. Any copies or sections of the manual must be destroyed or disposed of after use. These copied pages or sections are not to be stored, filed or stockpiled.

D. SUGGESTED CHANGES

Suggested manual changes will be forwarded using Request for Action, VN Form 4100-170 through the employee's supervisor, to the Manager, AVN-320, for review and processing. All proposed changes will be reviewed for compliance with AVN policy and regulatory requirements before submittal to the approving officials.

A copy of all -170 forms incorporated will be retained on file for a period of at least one year or until the next change in the same area, whichever occurs first.

E. PROCESSING CHANGES

(1) Revisions: Revisions to the Repair Station/Quality Control Manual will be developed from the requests for changes accumulated for that period. All proposed changes will be addressed. Upon completion, the change will be developed and forwarded through AVN-300 for approval prior to being sent to the Certificate Holding District Office (CHDO) for acceptance. Upon acceptance by the CHDO, as indicated by a CHDO acceptance letter, copies will be made and distributed for insertion in each controlled copy of the manual. The Quality Assurance Branch, AVN-320, is responsible for development, review, revisions, coordination, formatting revision indicators and regulatory compliance before printing and distribution of manual changes.

(2) Master Table of Contents: As changes are made to the original manual, the Master Table of Contents narrative is changed.

F. LIST OF EFFECTIVE PAGES (LEP)

The LEP contains name of page, each page number and change number.

3. DISTRIBUTION AND ACCESS

A. GENERAL

Distribution of manuals will be processed by the Quality Assurance Branch, AVN-320.

Access to the Repair Station/Quality Control Manual is provided through the Electronic Maintenance Library website located at "http://avn.faa.gov/index.asp?xml=fimo/eml."

Hard copies of the Repair Station/Quality Control Manual, TI 4100.27, will be maintained at the following offices:

(1) Certificate Holding District Office (CHDO)
(2) Program Standards Section, AVN-328 (Master Copy)

B. LOCATION OF MANUAL AND COPY REQUIREMENTS

The Quality Assurance Branch, AVN-320, controls and maintains the TI 4100.27 manual and the Distribution List for the TI 4100.27. AVN-320 will make available an electronic copy of the TI 4100.27, or appropriate portions, to any personnel performing maintenance on aircraft worked under the Certified Repair Station.

(1) Each organization receiving a manual will be responsible for its security, maintenance and currency. The person revising the manual will follow the instructions included with the revision. Revision to the website will be made as changes are issued.

(2) Request additional copies of the TI 4100.27 manual should be made by written request through the Manager, Quality Assurance, AVN-320.

(3) After the website is updated, all AVN-300 employees will be electronically notified of the change.

4. TECHNICAL ISSUANCE SYSTEM CLASSIFICATION NUMBERS

A. GENERAL

The AVN Technical Issuance System is used in the maintenance and operation of AVN aircraft. All manufacturer's maintenance and operational material is incorporated into the applicable Technical Issuance Manual(s) which becomes the approved manual for maintenance and/or operation of the AVN aircraft.

All aircraft and major components in the AVN inventory are assigned a Technical Issuance (TI) Classification Number. These numbers identify the specific manuals necessary for maintenance, inspection and overhaul of the specific type of aircraft, appliance or equipment.

AVN-320 maintains a library of manufacturer manuals that are used as basis for Technical Issuance manuals.

B. CHANGES

Authorized material, revisions or deletions applicable to the TI system will be issued to the affected manual through the use of "Change" pages. These change transmittals will be sequentially numbered and controlled within the individual manuals revision checklist. For example, TI 4102.1, CHG. 1, will identify the first change issued to the basic TI 4102.1.

C. MANUFACTURERS MANUALS

The AVN TI manual system contains manufacturer's manuals. Manufacturer revisions are incorporated into their respective AVN TI manual by means of an AVN Change Sheet.

D. LIST OF EFFECTIVE PAGES

A list of effective pages identifying the change number and date will be issued for maintenance manual chapters.

E. ACCESSORY MANUALS

Aircraft: All aircraft accessory manuals will be assigned a 4158.1 series TI number using ATA 100 chapter and identifying sequence number. TI 4158.1 series manuals are included in the TI Checklist which is located in the List Section on the Electronic Maintenance Library website at "http://avn.faa.gov/index.asp?xml=fimo/eml".

F. AIRCRAFT AND AVIONIC GROUND AND TEST EQUIPMENT

Aircraft and avionic ground and test equipment will be maintained and calibrated as prescribed by the agency and/or the manufacturer.

*(1) Aircraft Ground and Test Equipment Manual: The aircraft ground and test equipment maintenance and overhaul manuals will be identified with a TI 4150 code classification number. A schedule ensures that the equipment is maintained and serviced at recommended time intervals. The schedule is entered and maintained the Electronic Database.

(2) Avionics Test Equipment Manual: Avionics standard test equipment service/maintenance and overhaul manuals are incorporated into the Technical Issuance (TI) System. The classification code of 4160 is established to identify the various manuals. The official current TI manual inventory is on the Electronic Maintenance Library website under Technical Issuance Checklist.

G. INTERIM AUTHORIZATION TO USE MANUALS NOT COVERED BY THE TI SYSTEM

With the introduction of new and/or different aircraft and equipment into the AVN aircraft fleet, it is recognized that there will be items requiring maintenance/ overhaul which are not yet incorporated into the TI System. AVN-320 will authorize the use of manuals for an interim period (180 days) on items not included in the TI system. Requests to use these manuals must be submitted to AVN-320 including full information regarding part number of items covered, manual publisher, date and revision, and aircraft/equipment affected. AVN-320 will then take action to incorporate the manual into the TI system.

H. TI CHECKLIST

AVN-328 will generate two TI checklists. One TI checklist is sorted by TI numbers and the other is sorted by change date. These checklists are used to determine if TI's are current. These checklists are located in the Electronic Maintenance Library website at "http://avn.faa.gov/index.asp?xml=fimo/eml".

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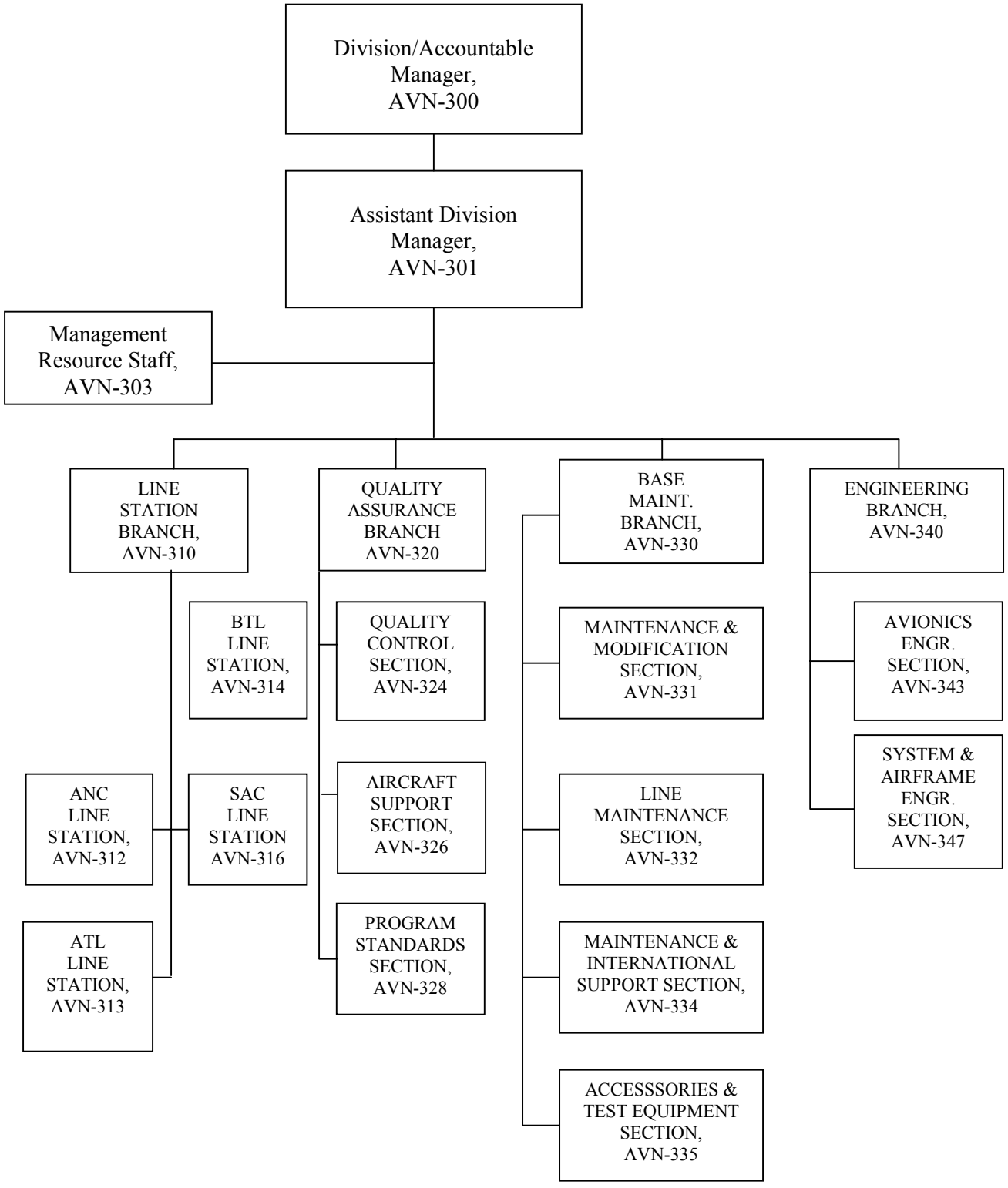
1. REPAIR STATION FUNCTIONAL ORGANIZATION



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CHAPTER II. DUTIES AND RESPONSIBILITIES

1. DIVISION/ACCOUNTABLE MANAGER, AVN-300

A. GENERAL

The Division/Accountable Manager is responsible to the Director of Aviation System Standards for the overall aircraft inspection, maintenance and engineering services provided to AVN or customer aircraft. This responsibility encompasses the overall management and operation of the repair station; including assurance of adequate housing and space; and that facilities are maintained to efficiently perform the functions for which the repair station is rated.

B. RESPONSIBILITIES

Within the repair station, the Division/Accountable Manager is responsible for:

(1) Establishing and maintaining an inspection system that will produce satisfactory quality control and conformity to the procedures governing all activities of the repair station, including receiving inspection, supplies and stock management, contracted services and maintenance performed away from the station.

(2) Providing adequate training, equipment, materials and personnel competent to perform, supervise and inspect the work for which the repair station is rated.

(3) Ensuring that adequate equipment is available at the repair station.

(4) Establishing procedures to assure that safety standards are observed, including Occupational Safety and Health Act (OSHA) and Environmental Protection Agency (EPA) requirements.

(5) Ensuring that all supervisory and inspection personnel thoroughly understand the Repair Station/Quality Control manual.

(6) In the absence of the Division/Accountable Manager, the Assistant Division Manager is delegated administrative responsibility for ensuring that the repair station maintains or alters only those products for which it is rated. Accountable Manager responsibilities at all times remain with the Division Manager.

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CHAPTER II. DUTIES AND RESPONSIBILITIES

2. ASSISTANT DIVISION MANAGER, AVN-301

A. GENERAL

The Assistant Division Manager is responsible for the overall aircraft inspection, maintenance and engineering services provided. This responsibility encompasses the overall management and operation of the repair station; including assurance of adequate housing and space; and that facilities are maintained to efficiently perform the functions for which the repair station is rated. Accountable Manager responsibilities at all times remain with the Division Manager.

B. RESPONSIBILITIES

Within the repair station, the Assistant Division Manager serves as the administrative manager and is responsible for:

(1) Establishing and maintaining an inspection system that will produce satisfactory quality control and conformity to the procedures governing all activities of the repair station, including receiving inspection, supplies and stock management, contracted services and maintenance performed away from the station.

(2) Providing adequate training, equipment, materials and personnel competent to perform, supervise and inspect the work for which the repair station is rated.

(3) Ensuring that adequate equipment is available at the repair station.

(4) Establishing procedures to assure that safety standards are observed, including Occupational Safety and Health Act (OSHA) and Environmental Protection Agency (EPA) requirements.

(5) Ensuring that all supervisory and inspection personnel thoroughly understand the Repair Station/Quality Control manual.

(6) In the absence of a Maintenance Manager, the Assistant Division Manager is delegated administrative responsibility to ensure that the repair station maintains or alters only those products for which it is rated.

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CHAPTER II. DUTIES AND RESPONSIBILITIES

3. MANAGER, LINE STATION BRANCH (MAINTENANCE MANAGER), AVN-310

A. GENERAL

The Manager of the Line Station Branch is responsible to Division/Accountable Manager, AVN-300, and the Assistant Division Manager, AVN-301, and serves as a Maintenance Manager of the Satellite Repair Station maintenance activities.

B. RESPONSIBILITIES

(1) Supervises Satellite Repair Station Maintenance Sections (AVN-312, Anchorage, AK; AVN-313, Atlanta, GA; AVN-314, Battlecreek, MI; AVN-316, Sacramento, CA).

(2) Responsible for all work accomplished by Satellite Repair Stations.

(a) Ensures that work is accomplished in accordance with the applicable manufacturers manuals and this Repair Station/Quality Control Manual. Ensures that maintenance technicians are qualified and authorized to perform assigned duties and that adequate facilities and equipment are available.

(b) Coordinating, defining and developing annual, long-range and immediate work program requirements and appropriate schedules. Providing staff advisory relative to planning and scheduling.

(c) Manages the acquisition of aircraft parts, supplies, accessories, avionics equipment and provides stock control and property accountability.

(d) Accomplishing or providing for maintenance and calibration on specialized shop and test equipment.

(e) Monitoring work in process for purposes of expediting accomplishment through effective use of resources.

(3) In the absence of the Maintenance Manager, the Assistant Division Manager is delegated administrative responsibility to ensure that the repair station maintains or alters only those products for which it is rated.

C. SATELLITE REPAIR STATION MAINTENANCE SUPERVISOR (ANC, ATL, BTL, SAC)

(1) The Satellite Repair Station Maintenance Supervisor is responsible to the Manager, Line Station Maintenance Branch, AVN-310.

(2) The Satellite Repair Station Maintenance Supervisors are responsible for:

(a) Ensuring that the proper work procedures and practices are followed at their assigned station.

(b) Maintaining all hangar, line and shop equipment and tools used at the assigned station are in serviceable working condition.

(c) Ensuring that all entries on maintenance forms used by the repair station are properly executed by authorized technicians.

(d) Maintaining their assigned station in a clean and orderly condition.

(e) Ensuring that personnel in the station perform quality work in accordance with the approved technical issuance system.

(f) Ensuring that the station personnel observe and practice safety precautions.

(g) Ensuring the availability of technical data on all aircraft, engines, propellers, appliances and parts thereof.

(h) Ensuring that all parts or appliances undergoing maintenance are properly handled, preserved and stored.

(i) Assigning all work orders and coordinating those work orders with the home station at Oklahoma City.

(j) Duties of the Satellite Repair Station Maintenance Supervisor may be delegated by them to any qualified person in writing. However, such delegation does not relieve them of the overall responsibility.

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CHAPTER II. DUTIES AND RESPONSIBILITIES

4. MANAGER, QUALITY ASSURANCE BRANCH (CHIEF INSPECTOR) AVN-320

A. GENERAL

The Manager of the Quality Assurance Branch (Chief Inspector) is responsible to the Division/Accountable Manager and Assistant Division Manager and serves as Chief Inspector for the repair station inspection activities. This position is responsible for full compliance with all procedures provided by the repair station inspection system as appropriate to any item being inspected, overhauled, repaired, or altered by the repair stations.

B. RESPONSIBILITIES

This position is responsible to:

(1) Supervise and direct all inspection personnel assigned to the repair station, and assure that all inspection personnel are trained and qualified to perform their assigned duties.

(2) Ensure that all inspections are properly performed in accordance with the appropriate technical data and this Repair Station/Quality Control Manual.

(3) Ensure pertinent Federal Aviation Regulations, specifications, type certificate data sheets and Airworthiness Directives are available.

(4) Serve as Designated Alteration Station (DAS) Quality Assurance Coordinator as described in the DAS Procedures Manual.

(5) Serve as Special Federal Aviation Regulation (SFAR) 36 Coordinator as described in the SFAR 36 Major Repairs Procedures Manual.

(6) In the absence of the Chief Inspector, the Assistant Division Manager is delegated administrative responsibility to ensure that the repair station maintains or alters only those products for which it is rated.

C. QUALITY CONTROL SECTION (OKC), AVN-324, SUPERVISOR DUTIES:

(1) The Quality Control Section performs the following:

(a) Ensure the inspection records, reports and forms used by the repair station, are properly executed prior to releasing products for approval to return to service.

(b) Ensure that the central file of completed work orders are maintained in such a manner that a file pertaining to a specific item repaired and/or installed on an aircraft can be readily located.

(c) Determine that technical data on all articles overhauled or repaired by the repair station are obtained and kept current with the latest revisions.

(d) Ensure that the system, which assures that parts, components or appliances undergoing repair or overhaul by the repair station are properly identified, is maintained and up-to-date.

(e) Submit reports on any serious defects on aircraft, powerplant, propeller, component or other recurring unairworthy condition. Malfunction or Defect (M or D), FAA Form 8010-4, will be utilized to document occurrences. Malfunction or Defect (M or D), FAA Form 8010-4, will be utilized to document serious defects on aircraft, powerplants, components or any other recurring unairworthy condition.

(f) Ensure the final acceptance and/or rejection of all incoming material, including new parts.

(g) Ensure that preliminary, hidden damage, in-progress and final inspections of all articles processed by the repair station are accomplished and recorded.

(h) Ensure that the proper tagging and identification of all parts and appliances as outlined in this manual are accomplished.

(i) Provide for continuity to assure completion of unfinished inspection tasks when shift or personnel assignment changes occur.

(j) Ensure that rejected or unserviceable parts are tagged and handled in such a way as to prevent their reuse as serviceable parts.

(k) Distribute, control and maintain currency of this manual. In addition, ensure familiarity with the manual contents by persons who perform, supervise or inspect work for this repair station.

D. SATELLITE REPAIR STATION (ANC, ATL, BTL AND SAC) PERSONNEL DUTIES:

(1) Satellite Repair Station Quality Control Inspector performs the following:

*(a) Receives technical direction and oversight from the Quality Control Section, AVN-324.

(b) Contractual arrangements pertaining to required inspections.

*(c) Responsible for receiving inspections on all parts, components and material for usage on AVN aircraft.

(d) Duties of the Quality Control Inspector may be delegated by them to any qualified person in writing. However, such delegation does not relieve them from the overall responsibilities.

(2) Reviews manufacturers' service publications, airworthiness directives, alerts, etc., and determines applicability to products being maintained by the repair station.

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CHAPTER II. DUTIES AND RESPONSIBILITIES

5. MANAGER, BASE MAINTENANCE BRANCH (MAINTENANCE MANAGER) AVN-330

A. GENERAL

The Manager of the Base Maintenance Branch serves as a Maintenance Manager and is responsible to the Division/Accountable Manager and Assistant Division Manager for all work performed by the Oklahoma City repair station.

B. RESPONSIBILITIES

The Maintenance Manager is responsible for:

(1) Ensuring that the proper work procedures and practices are followed.

(2) Maintaining all hangar, line and shop equipment and tools in a serviceable working condition and assuring that records are kept current.

(3) Ensuring that all entries on maintenance forms used by the repair station are properly executed by authorized technicians.

(4) Maintaining the repair station in a clean and orderly condition.

(5) Ensuring that adequate equipment, supplies and stock are available.

(6) Ensuring that personnel in the branch perform quality work in accordance with the approved technical issuance system.

(7) Ensuring that the personnel observe and practice safety precautions.

(8) Ensuring the availability of technical data on all aircraft, engines, propellers, appliances and parts thereof.

(9) Ensuring that all parts or appliances undergoing maintenance are properly handled, preserved and stored.

(10) Assigning work orders and work accomplished at locations other than the Repair Station.

(11) In the absence of the Maintenance Manager, the Assistant Division Manager is delegated administrative responsibility to ensure that the repair station maintains or alters only those products for which it is rated.

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CHAPTER II. DUTIES AND RESPONSIBILITIES

6. MANAGER, ENGINEERING BRANCH, AVN-340

A. GENERAL

The Manager, Engineering Branch, is responsible to the Division/Accountable Manager and Assistant Division Manager for Engineering support to the Repair Stations.

B. RESPONSIBILITIES

The Manager of the Engineering Branch is responsible for the following functions:

(1) Issuance of supplemental type certificates (STC's) in conjunction with the authority provided as a Designated Alteration Station (DAS) as prescribed by FAR Part 21, Subpart M. Information and procedures of the DAS are provided in the Designated Alteration Station Procedures Manual, TI 4100.21.

(2) Develop technical data used to accomplish major repairs on products or articles in conjunction with the authority provided by Special Federal Aviation Regulation (SFAR) 36-6. Information and procedures regarding the SFAR 36 are provided in the SFAR 36 Engineering Procedures Manual, TI 4100.36.

(3) Issuance of Engineering Orders (EO's) for the purpose of providing acceptable technical data (methods, techniques and/or practices) used in accomplishment of minor repairs and alterations by the repair station.

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CHAPTER II. DUTIES AND RESPONSIBILITIES

7. AUTHORIZATIONS

A. ROSTER OF AUTHORIZED INSPECTION PERSONNEL

(1) A roster of Management, Supervisory, Authorized Inspection Personnel and Personnel Authorized to Sign a Maintenance Release is kept and maintained in the Quality Assurance Branch, AVN-320, in Oklahoma City, Oklahoma, by the Quality Control (AVN-324) Supervisor or his designee. This roster is updated monthly on the Electronic Maintenance Library website in the List Section located at "http://avn.faa.gov/index.asp?xml=fimo/eml".

(2) Supervisors will notify AVN-324 within three (3) business days of the termination, reassignment, change in duties or scope of assignment or addition of any personnel in order for AVN-324 to have the roster updated within five (5) business days.

B. AUTHORIZATION CODES

This section defines special authorization codes and provides instructions for accessing and maintaining a listing within the Special Authorized Database.

(1) An Electronic Database of Special Authorization is maintained by AVN-324.

(2) The Electronic Database of Special Authorization is used to update the Special Authorization List monthly, in the Electronic Maintenance Library website.

C. SPECIAL AUTHORIZATION

Each person's special authority is limited to specific items as listed in Authorization Request, VN Form 4100-21, held in the individual training records.

Alpha codes are used to identify the authority designated to qualified persons. This code is listed in the electronic database with its limitations. Authority which may be designated include the following:

(1) Code A: This identifies Quality Control or designee personnel that have authority to buy off inspection "I" items on routine task cards.

(2) Code C: Identifies Quality Control personnel authorized approval for return to service on aircraft, airframes, aircraft engines, propellers or appliances that have undergone maintenance, overhaul, or alterations.

(3) Code D: Identifies Quality Control or designee personnel performing receiving inspections on components, parts, and material utilized by the repair station.

(4) Code E: Identifies personnel authorized to perform nondestructive testing inspection.

(5) Code G: Identifies personnel required to be on the Repair Station Roster.

(6) Code I: Identifies authorized maintenance, inspectors, and repairmen given approval for return to service.

(7) Code J: Identifies designated on the job training instructors.

D. SPECIAL AUTHORIZATION DOCUMENTATION

(1) A request for special authority will be submitted using Authorization Request, VN Form 4100-21.

(2) Special authorization database is used to identify personnel authorized to perform special functions. This roster is maintained and authorization entered by the Quality Control Section and will contain the following information.

(a) Name of individual (last, first, middle initials).

(b) Organization to which assigned.

(c) Certificate Number (Repairman or A & P).

(d) Stamp Number.

(e) Special Authorization Codes.

E. REPAIRMEN CERTIFICATES

The Repair Station will add repairmen, maintain or surrender certificates, I.A.W. FAR Part 65 and FAR Part 145.

F. EMPLOYMENT SUMMARY

The employment summaries for Management, Supervisory, Authorized Inspection Personnel and Personnel Authorized to Sign a Maintenance Release is kept and maintained in AVN-320 by the AVN-324 Supervisor or his designee. The employment summaries are reviewed and updated annually.

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CHAPTER III. OPERATIONS, HOUSING AND FACILITIES

1. FACILITIES

A. GENERAL

Aviation System Standards (AVN) business offices and principal base of maintenance is located at the Mike Monroney Aeronautical Center, 6500 S. MacArthur Blvd., Oklahoma City, OK 73169. Maintenance operations are located within Hangars 8 and 9. A detail housing and facilities description is located in this Chapter.

B. FACILITIES OTHER THAN PRINCIPAL BASE

(1) ANC (VOL.1.III.1.8)

Satellite Repair Station
4610 International Airport Road
Anchorage, AK 99502

(2) ATL (VOL.1.III.1.11)

Satellite Repair Station
4165 S. Airport Rd., NW
Fulton County Airport, Hgr. 14-4
Atlanta, GA 30336

(3) BTL (VOL.1.III.1.15)

Satellite Repair Station
2800 W. Territorial Road
Battle Creek, MI 49017

(4) SAC (VOL.1.III.1.18)

Satellite Repair Station
Metro Airport
6439 Lindbergh Drive
Sacramento, CA 95837

C. PRINCIPAL BASE AND SATELLITE REPAIR STATIONS

(1) Oklahoma City Repair Station

The Oklahoma City Repair Station is housed in two hangars which are built with steel beams, steel and concrete construction. There are shops also located between the hangars. Each hangar has attached offices, stockrooms, and shops with the following:

101,088 Square feet of hangar floor space (Fig. 1 Area A)
19,311 Square feet of office space (Fig. 1 Area B)
19,742 Square feet of stockroom space (Fig. 1 Area C)
6,929 Square feet of shop space (Fig. 1 Area D)

All floors are constructed of reinforced concrete with epoxy coated hangar floors. The ramp in front of the hangar is concrete and can be lighted by floodlights at night.

All offices and shops are lighted with fluorescent and incandescent light fixtures. The two hangar areas are lighted with fluorescent and mercury vapor lamp assemblies. Numerous 440 volt, 220 volt and 110 volt circuits are available in both hangars and shop areas.

An electric driven air compressor supplies filtered compressed air to numerous hangar and shop wall outlets equipped with individual moisture traps.

The hangar is heated by passing heated water through over head heat exchange blower assemblies. The offices, stockroom and shop areas are heated and cooled with central heating and refrigerant units. All shop and supply areas are well ventilated.

The stockroom, shops and hangar have enclosed storage, segregation and protection of materials, parts and supplies during assembly, disassembly, cleaning, inspection, repair, and alteration.

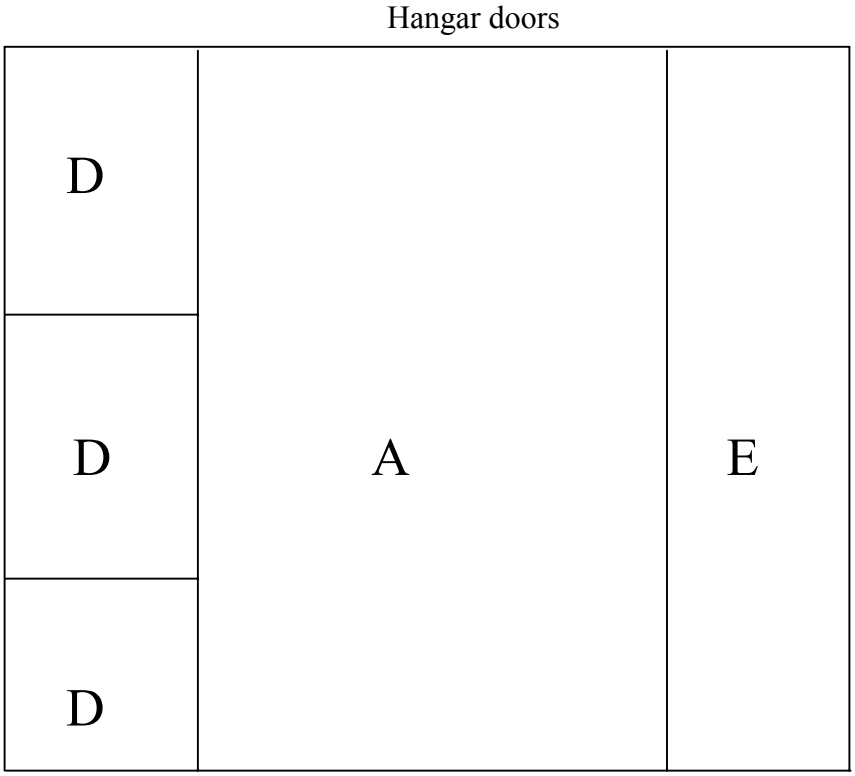
The stockroom, shops and hangar have enclosed space to prevent contamination from chips, materials, parts cleaning, oils, greases and painting of assembled or partially assembled work.

The stockroom, shops and hangar have the required trays, racks, stands and covers for assembly, disassembly, segregation and storage of aircraft engines, propellers and other appliances.

Cleaning, painting, spraying and/or plating is to be accomplished in an area segregated from the final assembly areas.

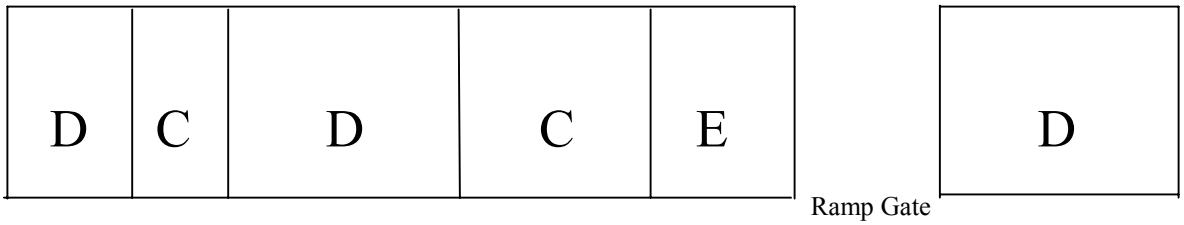
Traveling hoist are located on hangar beams which service 40 % of each hangar bay.

Each hangar has multi-panel doors at each end of the hangar. Each hangar door has ten, twenty-foot panels that open in series. This provides a one hundred eighty (180) foot hangar opening with a forty-three (43) foot height clearance with use of the tail doors on Hangar 9 and the south tail door on Hangar 8.



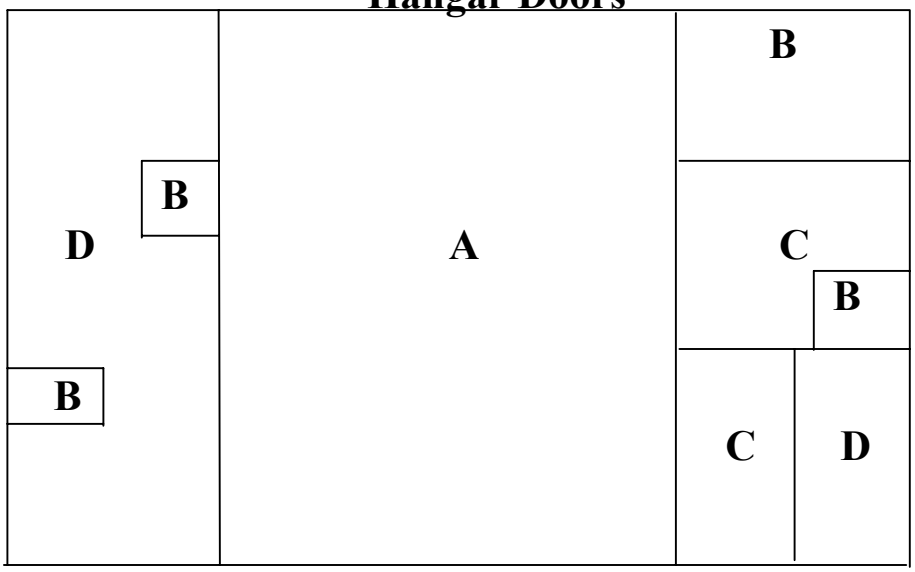
Hangar 8 First Floor
Figure 1-1
(Not to Scale)

A = Hangar space
B = Office space
C = Stockroom space
D = Shop space
E = Non-repair station space



Area between Hangar 8 and Hangar 9
Figure 1-2
(Not to Scale)

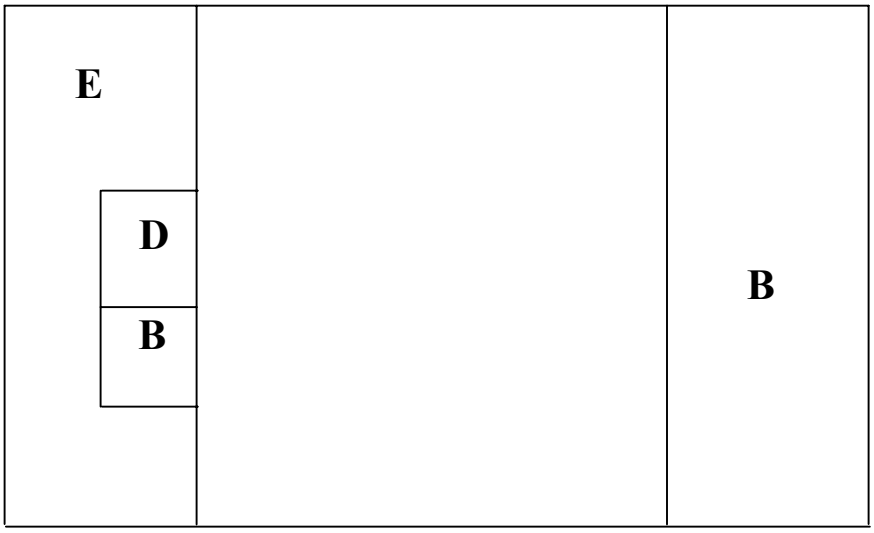
Hangar Doors



Hangar Doors

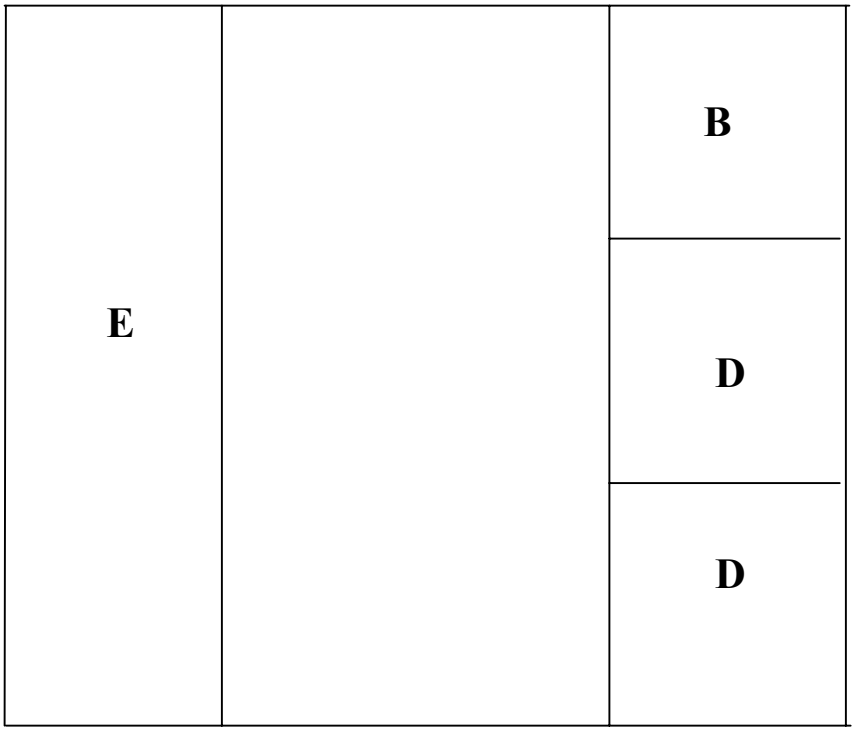
Hangar 9 First Floor
Figure 1-3
(Not to Scale)

A = Hangar space
B = Office space
C = Stockroom space
D = Shop space
E = Non-repair station space



Hangar 9 Second Floor
Figure 1-4
(Not to Scale)

A = Hangar space
B = Office space
C = Stockroom space
D = Shop space
E = Non-repair station space



Hangar 9 Third Floor
Figure 1-5
(Not to Scale)

A = Hangar space
B = Office space
C = Stockroom space
D = Shop space
E = Non-repair station space

(2) Anchorage Satellite Repair Station

The Anchorage Satellite Repair Station is of metal construction. The hangar has attached offices, stockrooms, and shops with the following:

34,493 Square feet of hangar floor space (Fig. 2 Area A)
1,790 Square feet of office space (Fig. 2 Area B)
1,386 Square feet of stockroom space (Fig. 2 Area C)
2,110 Square feet of shop space (Fig. 2 Area D)

All floors are constructed of reinforced concrete. The ramp in front of the hangar is asphalt and can be lighted by floodlights at night.

All offices and shops are lighted with fluorescent light fixtures. The hangar area is lighted with metal halide type lamp assemblies. Numerous 220 volt and 110 volt circuits are available in the hangar and shop areas.

An electric driven air compressor supplies filtered compressed air to numerous hangar and shop wall outlets equipped with individual moisture traps.

The hangar is heated by two gas-fired boilers with overhead blowers. The offices, stockroom and shop areas are heated with the same boilers via forced air through hot air ducts. The offices, stockroom and shop areas are cooled with refrigerant air.

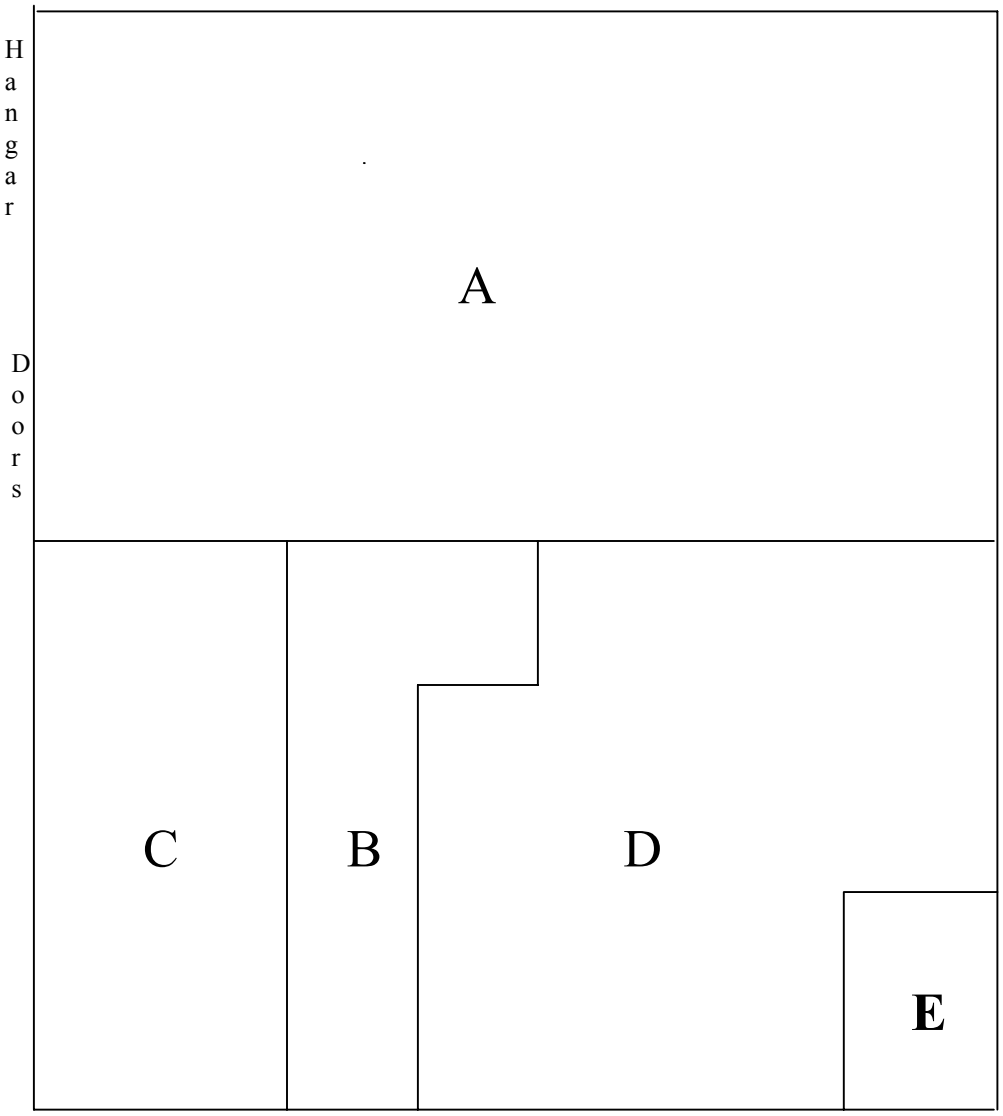
The stockroom, shops and hangar has enclosed space for proper storage, segregation and protection of materials, parts and supplies during assembly, disassembly, cleaning, inspection, repair, and alteration.

The stockroom, shops and hangar has enclosed space to prevent contamination from chips, materials, parts cleaning, oils, greases and painting of assembled or partially assembled work.

The stockroom, shops and hangar has the required trays, racks, stands and covers for assembly, disassembly, segregation and storage of aircraft engines, propellers and other appliances.

Cleaning, painting, spraying and/or plating is to be accomplished in an area segregated from the final assembly areas.

The hangar has two multi-panel hangar doors. Each hangar door has four, twenty-foot panels that slide separately to the outside. This provides a one hundred twenty (120) foot hangar opening with a forty-three (43) foot height clearance with the use of a tail door.



Anchorage Housing and Facilities
Figure 2
(Not to Scale)

A = Hangar space
B = 0ffice space
C = Stockroom space
D = Shop space
E = Non-maintenance space

(3) Atlanta Satellite Repair Station

The Atlanta Satellite Repair Station is build with steel beams, corrugated steel and concrete block half wall construction. The hangar has attached offices, stockrooms, and shops with the following:

19,723 Square feet of hangar floor space (Fig. 3 Area A)
4,000 Square feet of office space (Fig. 3 Area B)
2,000 Square feet of stockroom space (Fig. 3 Area C)
2,400 Square feet of shop space (Fig. 3 Area D)

All floors are constructed of reinforced concrete. The ramp in front of the hangar is concrete with asphalt coating and can be lighted by floodlights at night.

All offices and shops are lighted with fluorescent light fixtures. The hangar area is lighted with mercury vapor lamp assemblies. Numerous 220 volt 30 amp and 110 volt 20 amp circuits are available in the hangar and shop areas.

An electric driven air compressor supplies filtered compressed air to numerous hangar and shop wall outlets equipped with individual moisture traps.

The hangar is heated by thirteen 144,000 BTU radiant natural gas heaters located throughout the hangar ceiling. The offices, stockroom and shop areas are cooled and heated by two 60,000-ton heat and air condition units.

The stockroom, shops and hangar has enclosed space for proper storage, segregation and protection of materials, parts and supplies during assembly, disassembly, cleaning, inspection, repair, and alteration.

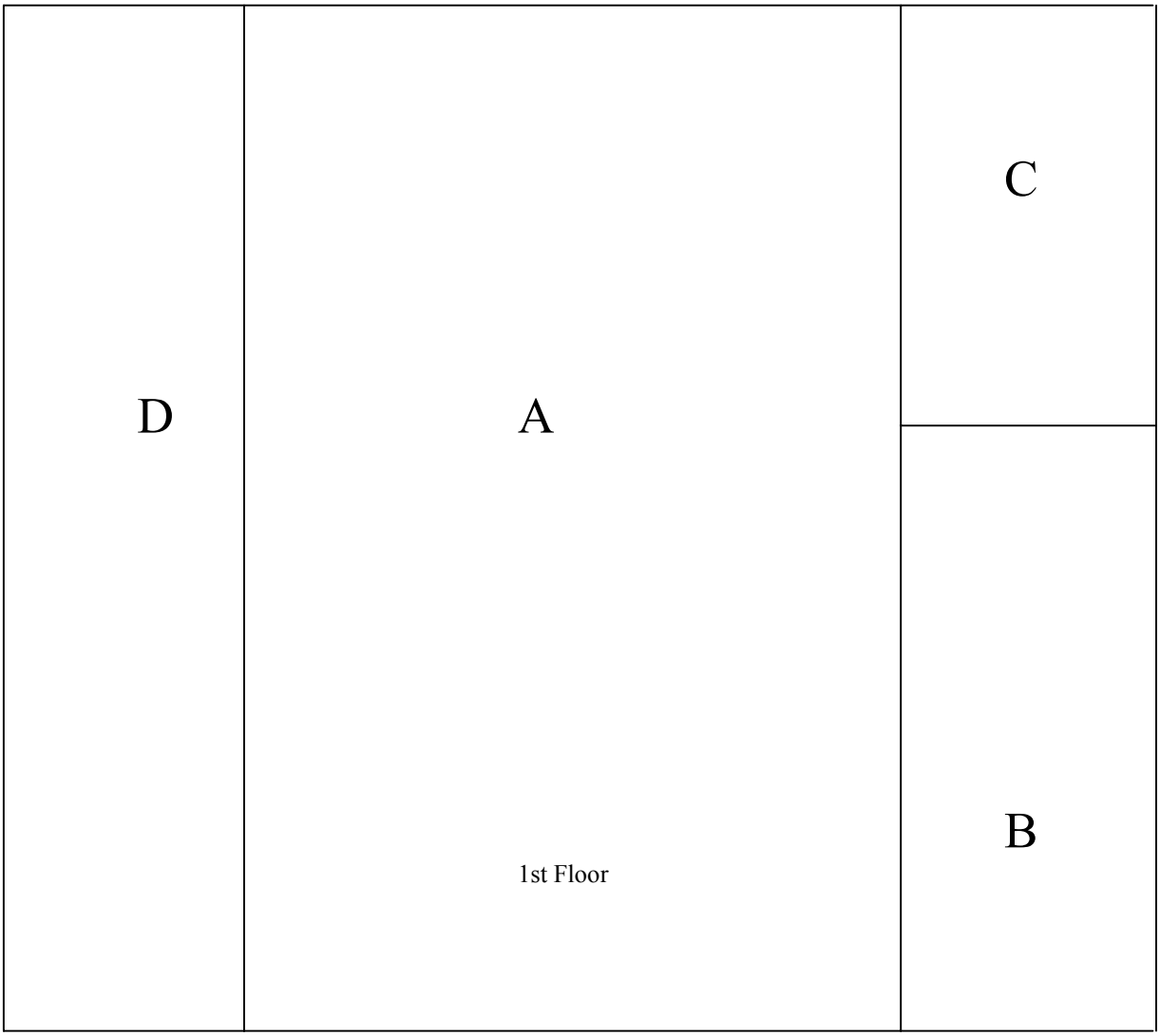
The stockroom, shops and hangar has enclosed space to prevent contamination from chips, materials, parts cleaning, oils, greases and painting of assembled or partially assembled work.

The stockroom, shops and hangar has the required trays, racks, stands and covers for assembly, disassembly, segregation and storage of aircraft engines, propellers and other appliances.

Cleaning, painting, spraying and/or plating is to be accomplished in an area segregated from the final assembly areas.

The hangar has two multi-panel hangar doors. Each hangar door has three twenty-foot panels that slide separately to the outside. This provides a one hundred twenty (120) foot hangar opening with a fifty (50) foot height clearance.

Hangar Doors



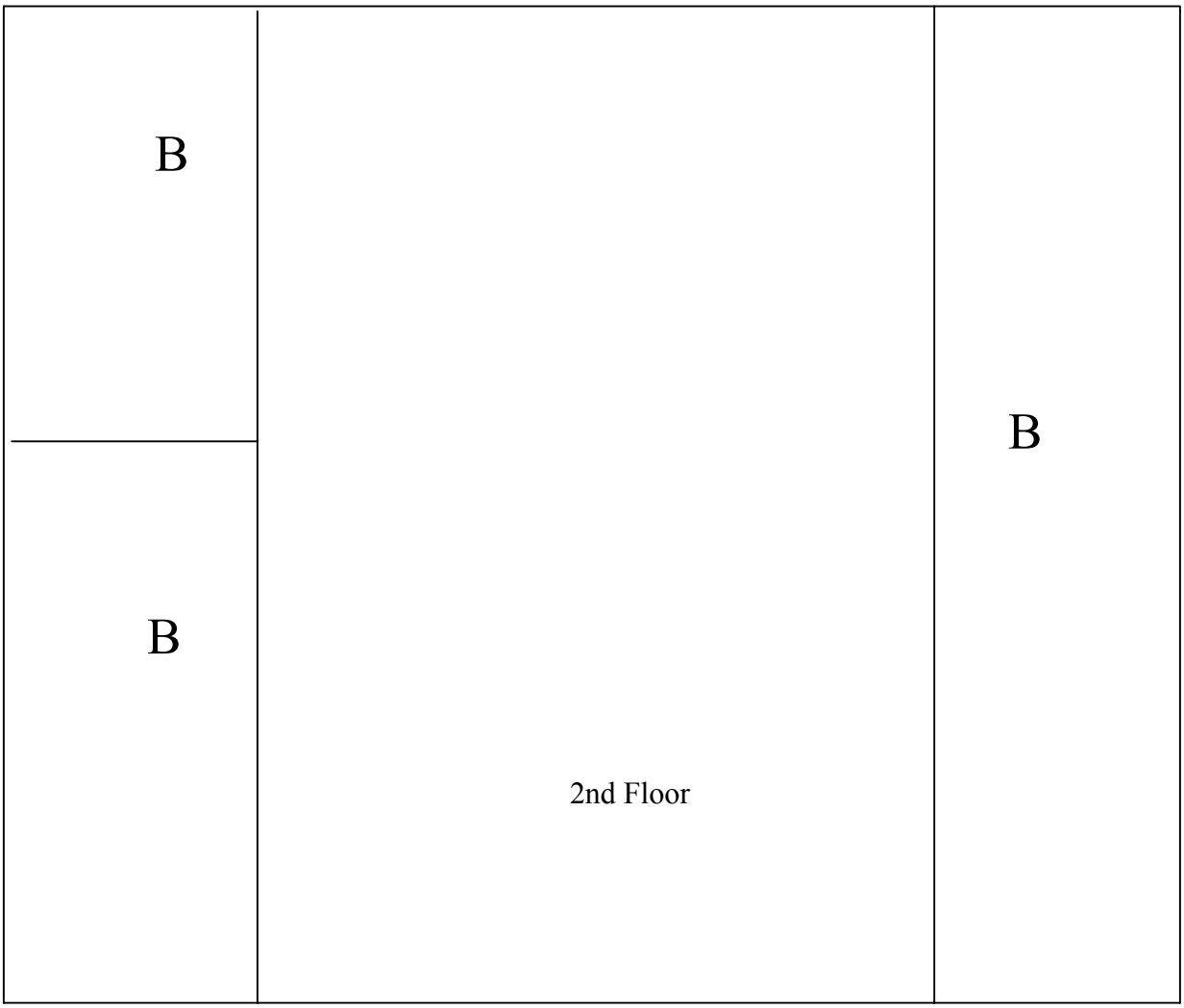
Hangar Doors

Atlanta Housing and Facilities

Figure 3-1

(Not to Scale)

A = Hangar Space C = Stockroom
B = Office Space D = Shop Space



Atlanta Housing and Facilities

Figure 3-2

(Not to Scale)

A = Hangar Space B = Office Space C = Stockroom Space D = Shop Space

(4) Battle Creek Satellite Repair Station

The Battle Creek Satellite Repair Station is built from steel beams, steel roof panels and masonry construction. The hangar has attached offices, stockrooms, and shops with the following:

24,500 Square feet of hangar floor space (Fig. 4 Area A)
2,925 Square feet of office space (Fig. 4 Area B)
3,150 Square feet of stockroom space (Fig. 4 Area C)
4,950 Square feet of shop space (Fig. 4 Area D)

All floors are constructed of reinforced concrete. The ramp in front of the hangar is concrete with asphalt coating and can be lighted by floodlights at night.

All offices and shops are lighted with fluorescent light fixtures. The hangar area is lighted with high pressure sodium and metal halide type lamp assemblies. Numerous 220 volt 30 amp and 110 volt 20 amp circuits are available in the hangar and shop areas.

An electric driven air compressor supplies filtered compressed air to numerous hangar and shop wall outlets equipped with individual moisture traps.

The hangar is heated by a gas-fired radiant heaters located in the ceiling. The offices, stockroom and shop areas are heated by modular gas-fired boilers in conjunction with a heating coil in an air handler and perimeter finned tube radiation. The offices, stockroom and shop areas are cooled with refrigerant air.

The stockroom, shops and hangar has enclosed space for proper storage, segregation and protection of materials, parts and supplies during assembly, disassembly, cleaning, inspection, repair, and alteration.

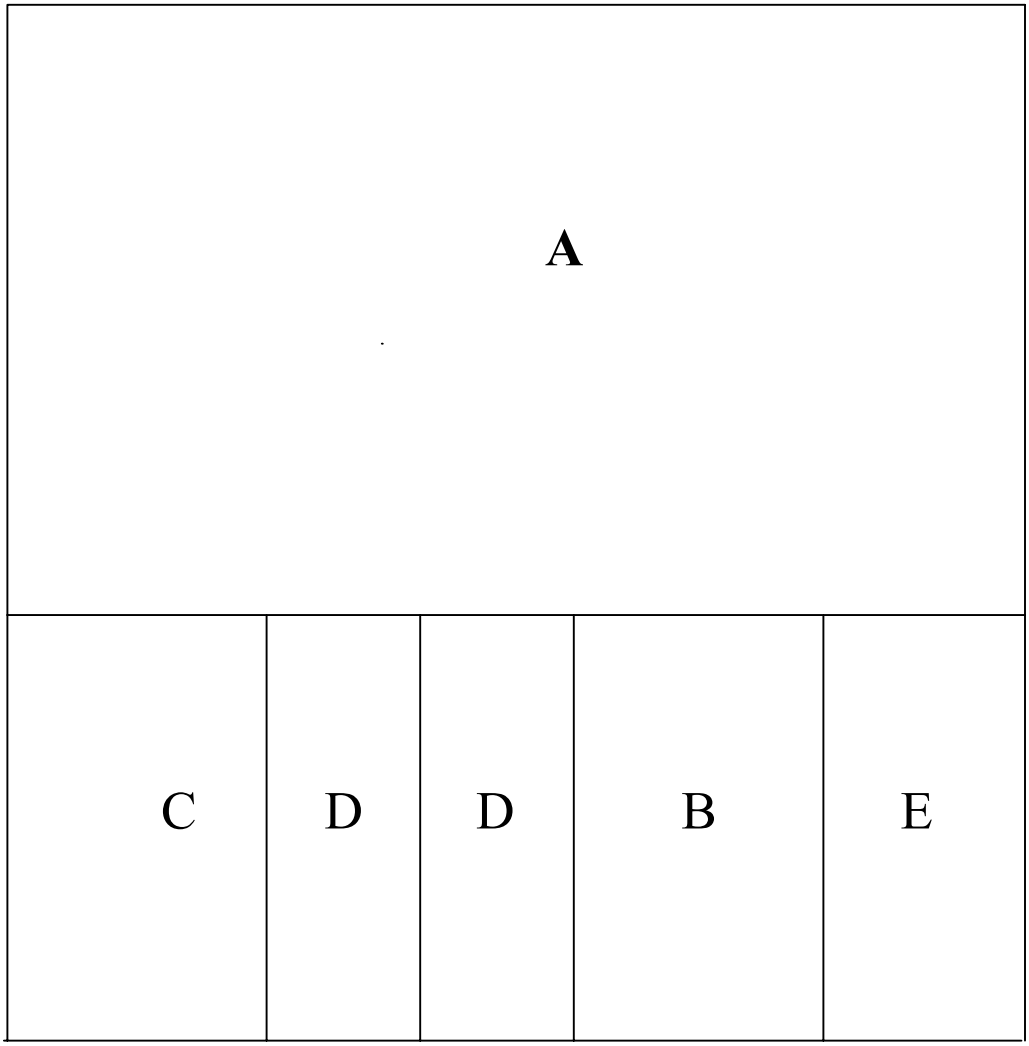
The stockroom, shops and hangar has enclosed space to prevent contamination from chips, materials, parts cleaning, oils, greases and painting of assembled or partially assembled work.

The stockroom, shops and hangar has the required trays, racks, stands and covers for assembly, disassembly, segregation and storage of aircraft engines, propellers and other appliances.

Cleaning, painting, spraying and/or plating is to be accomplished in an area segregated from the final assembly areas.

The hangar has two multi-panel hangar doors. Each hangar door has five, sixteen-foot panels that slide separately to the outside. This provides a one hundred sixty (160) foot hangar opening with a twenty eight (28) foot height clearance.

Hangar Doors



Battle Creek Housing and Facilities

Figure 4

(Not to Scale)

A = Hangar space C = Stockroom space E = Non-maintenance space
B = 0ffice space D = Shop space

(5) Sacramento Satellite Repair Station

The Sacramento Satellite Repair Station is built from corrugated steel wall construction. The hangar has attached offices, stockrooms, and shops with the following:

14,632 Square feet of hangar floor space (Fig. 5 Area A)
1,670 Square feet of office space (Fig. 5 Area B)
1,390 Square feet of stockroom space (Fig. 5 Area C)
3,140 Square feet of shop space (Fig. 5 Area D)

All floors are constructed of reinforced concrete. The ramp in front of the hangar is concrete with asphalt coating and can be lighted by floodlights at night.

All offices and shops are lighted with fluorescent light fixtures. The hangar area is lighted with high pressure sodium and metal halide type lamp assemblies. Numerous 220 volt 30 amp and 110 volt 20 amp circuits are available in the hangar and shop areas.

An electric driven air compressor supplies filtered compressed air to numerous hangar and shop wall outlets equipped with individual moisture traps.

The hangar is heated by six independent gas heaters/blowers while the offices, stockroom and shop areas are heated by a separate central heating system. The offices, stockroom and shop areas are cooled with refrigerant air.

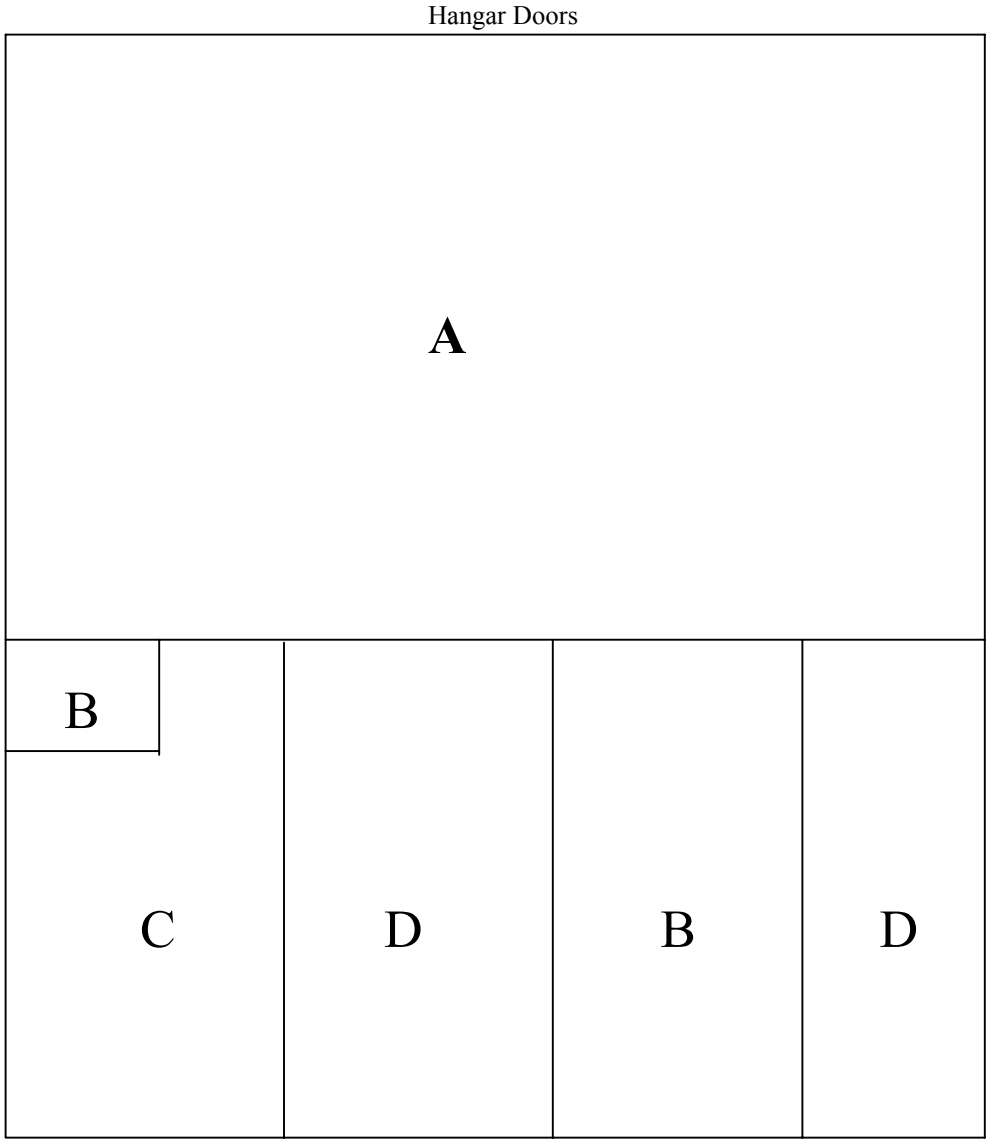
The stockroom, shops and hangar has enclosed space for proper storage, segregation and protection of materials, parts and supplies during assembly, disassembly, cleaning, inspection, repair, and alteration.

The stockroom, shops and hangar has enclosed space to prevent contamination from chips, materials, parts cleaning, oils, greases and painting of assembled or partially assembled work.

The stockroom, shops and hangar has the required trays, racks, stands and covers for assembly, disassembly, segregation and storage of the aircraft engines, propellers and other appliances.

Cleaning, painting, spraying and/or plating is to be accomplished in an area segregated from the final assembly areas.

The hangar has two multi-panel hangar doors. Each hangar door has three, fifteen-foot panels that slide separately to the outside. This provides a ninty (90) foot hangar opening with a twenty seven (27) foot height clearance.



Sacramento Housing and Facilities

Figure 5

(Not to Scale)

A = Hangar space
B = 0ffice space
C = Stockroom space
D = Shop space
E = Non-maintenance space

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CHAPTER III. OPERATIONS, HOUSING AND FACILITIES

2. WORK ASSIGNMENT & QUALITY CONTROL

A. WORK ASSIGNMENT

Work assignment and control is managed through the use of work orders. These work orders identify the work to be accomplished in sufficient detail that is readily understandable to the assigned maintenance and inspection personnel. The work order also provides available space to identify the item to be worked, i.e., component information, discrepancy, corrective action, parts used during the work, maintenance and inspection personnel performing the work, and date of accomplishment of the work. The AVN repair stations use work orders for assignment and control of work upon completion. Use of the work orders are as follows:

(1) Aircraft, components, appliances, or parts undergoing inspection, maintenance (including overhaul), or alteration will use an VN Form 4100-145, Work Order. This type of work order is used to document all tasks associated with the inspection, maintenance, overhaul or alteration of an individual component, appliance or part. Work orders are assigned individual work order numbers by the shop supervisor and Production Control.

(a) The work order provides for the documentation of preliminary inspection, hidden damage inspection (if required), in process inspection, parts used during work, final inspection, and approval for return to service.

(b) VN Form 4100-145, Work Order, information and procedures for this form are provided in Volume 3 of this Manual.

B. STATEMENT OF WORK

(1) The work orders and associated forms contain places for the technician and inspector to stamp, initial or sign for the completion of work performed. The purpose of these work orders is to ensure that each item of work is identified, completed in a satisfactory manner, documented, inspected as required by an authorized person and found to be approved for return to service.

(2) The work accomplished by the repair stations will be accomplished using the applicable manufacturers technical data or other acceptable data. When the maintenance or alteration is identified as a major repair or major alteration, that work will be accomplished in accordance with FAA approved technical data. The statement of work when associated with an air carrier/air operator continuous airworthiness maintenance program will be accomplished in accordance with the customer's manual.

(3) All supply requests for items will be processed in accordance with the Flow Chart (VOL.1.III.4.)

C. COMPLETION OF WORK ORDERS AND FORMS

Authorized technicians/inspectors will sign, initial or stamp these work orders and forms in the appropriate places as the work progresses; and, prior to approving the part, component, engine or aircraft for return to service. All blocks must either be signed, initialed, stamped or annotated as not applicable (N/A) before approving the item for return to service.

D. REVIEW

Upon completion of all work assigned through a work order, the person accomplishing the approval for return to service will review associated forms and records to ensure proper completion and documentation in accordance with this Repair Station manual. Each work order is reviewed for work accomplished, parts used, presence of signatures and/or identifying stamps of the appropriate technicians and inspectors whom performed the work.

E. WORK ORDER DISPOSITION

A detailed record shall be kept of all inspection, maintenance and alteration work performed by the repair station. A copy of each work order and continuation sheet issued accompanied by all related forms used during the work, will be maintained by AVN Aircraft Records for a minimum of 2 years.

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3. CUSTOMER AIRCRAFT ROUTINE WORK PROCESS

A. WORK PACKAGE FLOW

The following procedures define the flow of the customer work package from monthly tracking to completing final check of work/inspection package for documentation and records, for all work sites within the Aircraft Maintenance and Engineering Division (AMED), AVN-300.

(1) To plan for upcoming maintenance events, the assigned Production Controller will monitor inspection/maintenance items due.

(2) The Production Controller and QC will take appropriate action to prepare for inspection.

(3) Production Controller will review the Inspection Package and issue it prior to scheduled start of the inspection

(4) Upon start of Inspection Phase:

(a) Inspection/Maintenance Lead will generate a 145 Repair Station Work Order, VN Form 4100-145, to document inspection.

NOTE: Line Station Maintenance facilities will use fastest means to ship Aircraft Log sheets. Express overnight is preferred.

(b) The Inspection/Maintenance Lead will generate non-routine work cards from any Deferred Discrepancy List or Customer Carry-Over Item list.

(c) The Inspection/Maintenance Lead will ensure that the inspection phase has been completed and sign the Work Order.

.

(5) Inspection/Maintenance Lead will return completed work package to Aircraft Records by most expeditious means.

(6) Aircraft Records completes all required entries to the electronic database, then forwards Work Package to Production Controller, if applicable.

(7) Production Controller completes all required entries to electronic data base), then forwards completed work package to Aircraft Records for filing, if applicable.

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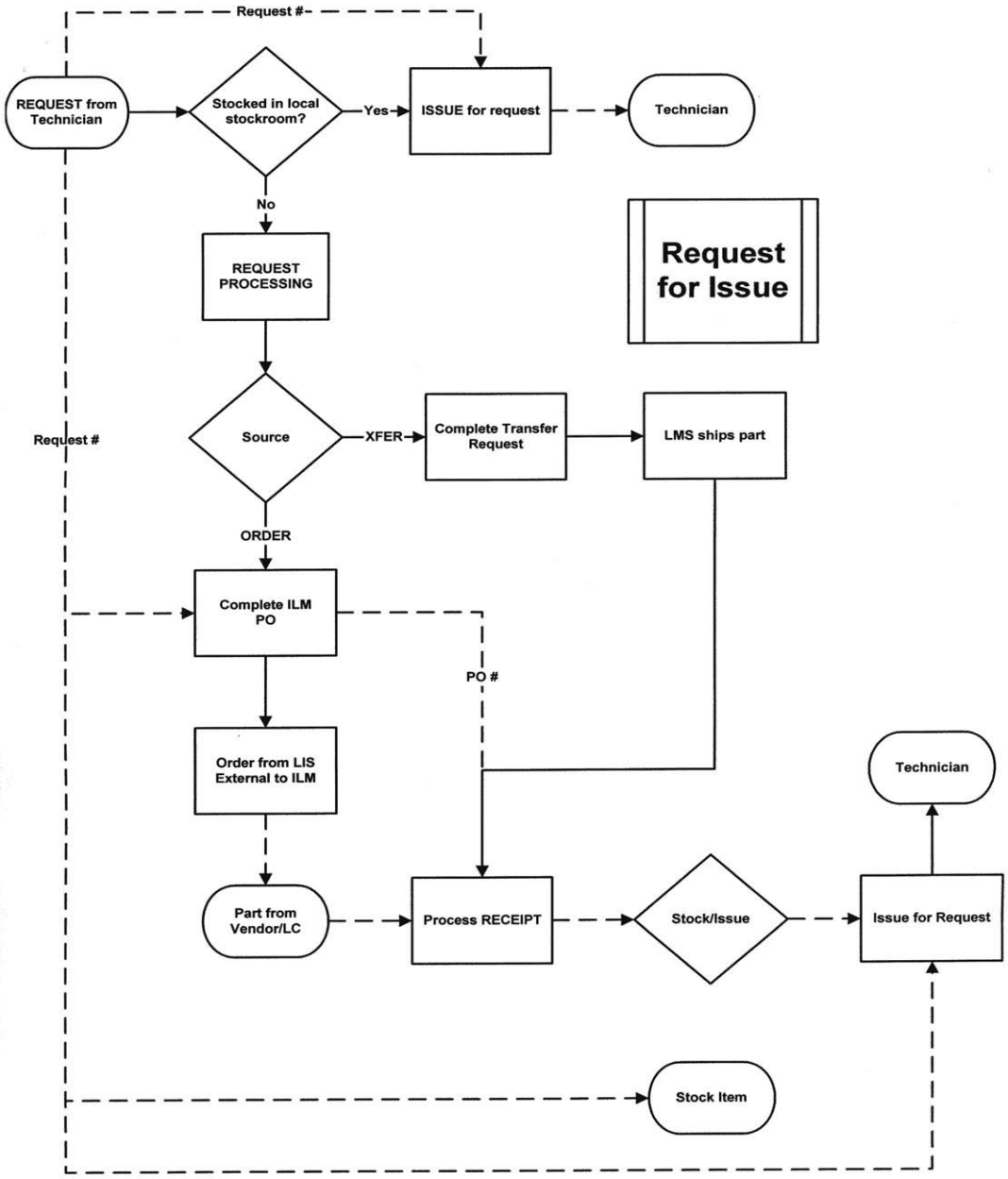
4. AVN-326 SUPPLY REQUEST CHART



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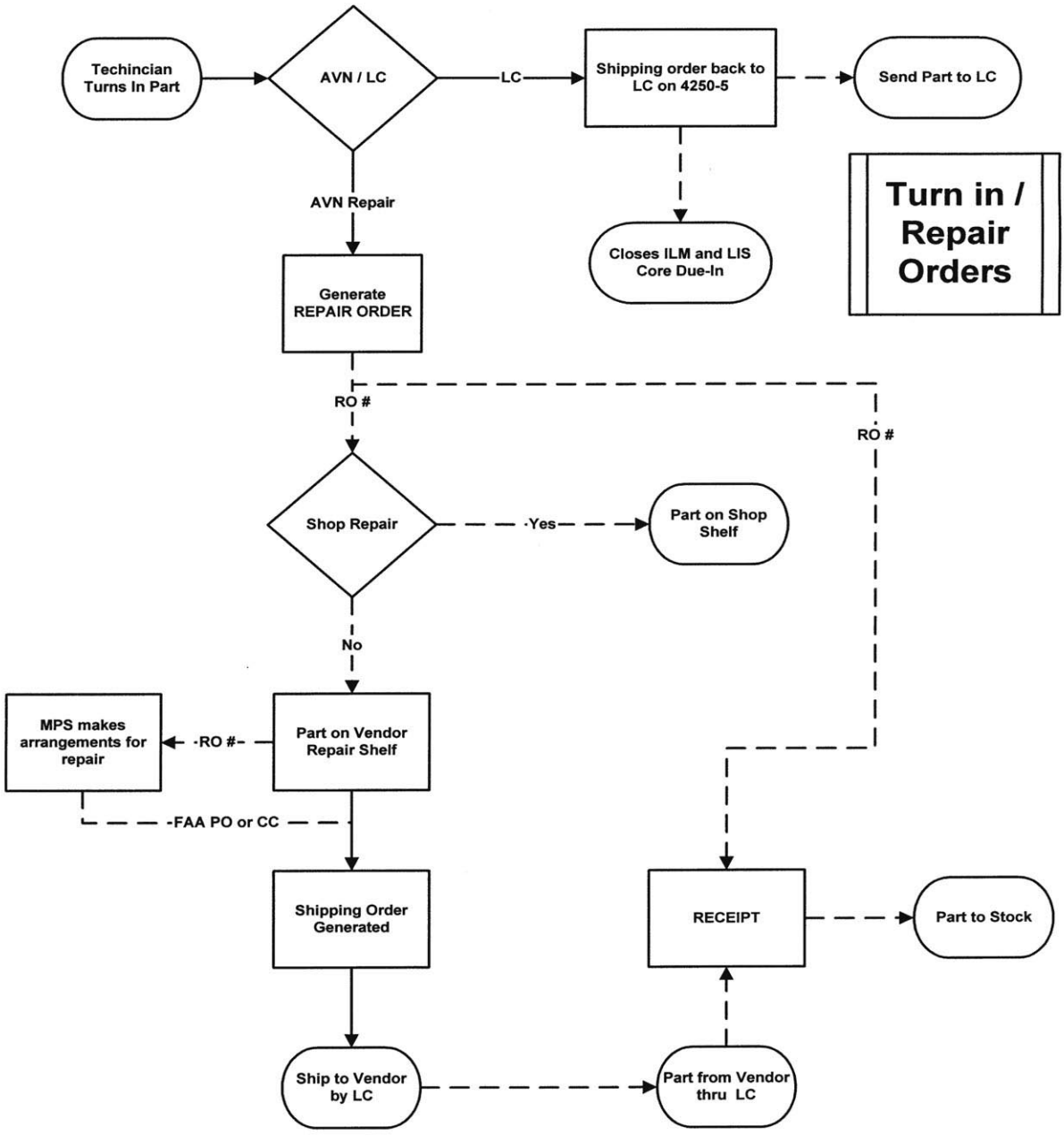
5. AVN-326 SUPPLY RETURN CHART



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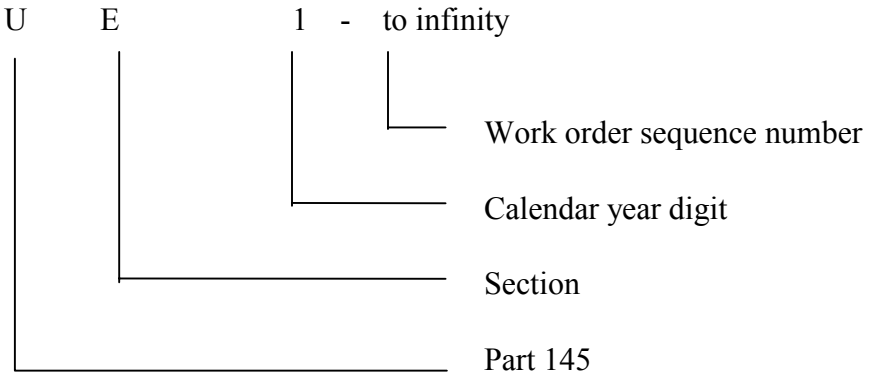
6. WORK ORDER NUMBERING SYSTEM

A. GENERAL

The following paragraphs describe the AVN system used for work order numbering. This number is to be entered on the Work Order, VN Form 4100-145, and retained by the originator.

B. DESCRIPTION OF WORK ORDER NUMBER

The system consists of a three character alpha-numeric identifier followed by the work order sequence number as follows:



(1) U. The first character of the work order sequence number indicates Part 145 Repair Station.

(2) Section. The second character is an alphabetical letter that denotes specific sections within the AVN-300 organization. The following designations for this character are assigned as follows:

Designation	Section	Shop Title
A	AVN-331	Maintenance and Modification Section
B	AVN-332	Line Maintenance Section
C		RESERVED
D		RESERVED
E	AVN-334	Maintenance and International Section
F		RESERVED
G		RESERVED
H		
I	AVN-335	Accessories and Test Equipment Section
J	AVN-324	
K		RESERVED
L	AVN-312	ANC Line Station Section
M	AVN-313	ATL Line Station Section
N	AVN-314	BTL Line Station Section
O	AVN-316	SAC Line Station Section

(2) Calendar Year/Sequence Number. The third character is the last digit of the calendar year i.e., 3 for 2003, 4 for 2004, etc. This digit is followed by a dash and by the number 1 for the first work order issued, 2 for the second, etc. On January 1 of each year, the previous years number sequence is stopped and numbers 1, 2, etc., are used again.

C. ASSIGNMENT OF WORK ORDER NUMBER

The individual section or unit should maintain a master list of work order numbers and assign them as needed. This list could contain additional information, but it must contain at least the work order number to prevent duplicate assignment.

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7. MAJOR REPAIRS OR ALTERATIONS

A. TECHNICAL DATA

The major repairs and alterations accomplished by the repair station on aircraft and equipment are accomplished using FAA approved data. Major alterations and repairs may be accomplished using data approved by FAA Field Approvals, Supplemental Type Certificates (STC), FAA Designated Engineering Representatives (DER) or other FAA approved data.

B. RECORD REQUIREMENTS

(1) Major Repairs - Major repairs performed by the repair station on AVN aircraft will be accomplished by an EO; recorded and approved for return to service on Work Order, VN Form 4100-145, or FAA Form 337. Major repairs performed for customers will use Work Order, VN Form 4100-145 and FAA Form 337. These forms serve as the approval for return to service and will contain the following information:

a Identification of the aircraft, airframe, aircraft engine, propeller or appliance.

b If an aircraft, the make, model, serial number, nationality and registration, and location of the repaired area.

c If an airframe, aircraft engine, propeller, or appliance, the manufacturer's name, name of the part, model, and serial numbers (if any).

d Description of work accomplished which includes a clear, concise and legible statement and the approved data used as the basis for approving the major repair for return to service.

(2) Major Alterations - Major Alterations will be accomplished by an STC and associated EO, or other FAA approved data. An FAA Form 337 will be completed in accordance with FAR 43.9 and FAR 43, Appendix B, in duplicate. A signed copy of the 337 will be provided for the appropriate aircraft record and a copy of the 337 will be forwarded to the FSDO within 48 hours after the approval for return to service.

C. RESPONSIBILITY

When a major repair or alteration results in a change in the Approved Airplane Flight Manual (AFM), Company Flight Manual (CFM) or Pilots Operating Handbook (POH), it is the responsibility of the assigned inspector to ensure that the appropriate AFM, POH or CFM, aircraft weight and balance record, and aircraft equipment list are revised as required or provide the customer with the required revision information.

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8. MINOR REPAIRS AND ALTERATIONS

A. TECHNICAL DATA

Minor repairs and alterations will be accomplished using methods, techniques and practices prescribed by the current manufacturer's maintenance manual or instructions for continued airworthiness prepared by the manufacturer, or other methods, techniques and practices acceptable to the Federal Aviation Administration (FAA). Examples of data sources that may be considered acceptable by the FAA and used by the Repair Stations are: Engineering Orders (EO's) developed by the Engineering Branch, AVN-340, FAA Advisory Circulars, FAA Approved Data, industry publications (e.g., ASTM, SAE and university research); and manufacturer's technical information (e.g., service bulletins, kits, manuals, service letters, communiqués, technical correspondence, etc.).

B. MAINTENANCE RECORDING REQUIREMENTS

All maintenance or alteration of aircraft or components accomplished by Aviation System Standards (AVN) Repair Station will be documented in accordance with Volume 2, Chapter II.6 of this Repair Station/Quality Control Manual.

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9. PRESERVATION OF PARTS IN STORAGE/STOCK

A. GENERAL

Each repair station is responsible for providing suitable storage of spare parts and raw materials used by the repair station. The control of these components is the responsibility of the repair station. These components are preserved as required by the appropriate repair section in accordance with manufacturer's recommendations or other acceptable industry standards. To afford protection against humidity, extreme temperatures, dust, rough handling or other damage, the component will be preserved by wrapping in suitable containers, plastic bags and/or rigid boxes containing appropriate shock absorbing material. If the part/component is expected to be shipped to another facility, appropriate shipping containers are to be utilized.

B. STORAGE

Each repair station has storage capability under the control of the appropriate repair station supervisor. The locations provide separation, maximum protection from physical damage and are sufficiently controlled to maintain assurance of continued airworthiness.

Parts removed from aircraft undergoing maintenance will be stored as close as possible to the aircraft from which removed. These parts (except large parts), will normally be stored in or on portable storage bins marked with the registration number. All parts removed and not placed in the portable bins will be marked or tagged with the aircraft registration number.

C. PRESERVATION IN STORAGE

Material requiring preservation or special handling while stored in inventory will be monitored monthly by supply support personnel.

D. SHELF LIFE

All adhesives, sealers, primers, finishers, and other materials having a specific storage or shelf life will be initially inspected to ensure cure date, storage, and shelf life limitations are within limits. The shelf life dates and intervals will be entered into electronic database. The supply personnel will monitor aircraft material in storage to detect those items approaching or exceeding shelf life limits and to ensure their removal from the system. The supply personnel will review the electronic database shelf report or the shelf life limitation list to identify expired items on a monthly basis. Quality control will review supply records and storage areas to assure compliance with shelf life limit regulations each quarter.

E. EXCEEDED SHELF LIFE

*Components or parts that have exceeded allowable shelf life limits, as identified through reviews, will be removed from stock and tagged with a Condemned Part Tag, VN Form 4100-302. The removed items will be destroyed or otherwise disposed of as outlined in AIR-200, Best Practice Document, "Disposition of Unsalvageable Aircraft Parts or Materials". Current AIR-200 best practice documents can be accessed from the FAA web page at the following address: http://www.faa.gov/certification/aircraft.

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CHAPTER IV. WORK PERFORMED AT ANOTHER LOCATION

1. PERFORMANCE OF MAINTENANCE AT A LOCATION OTHER THAN THE REPAIR STATION

A. GENERAL

*All maintenance and inspections accomplished that are performed away from AVN Repair Stations must be performed in accordance with the Inspection System procedures as outlined in this Manual. The Repair Station/Quality Control Manual is available on a website located at "http://avn.faa.gov/index.asp?xml=fimo/eml". Contact Flight Inspection Central Operations (FICO), personnel for assistance if the Repair Station/Quality Control Manual cannot be accessed by using the website. These procedures require, but are not limited to, the following:

(1) WHEN SPECIAL CIRCUMSTANCES ARISE

The Division/Accountable Manager, AVN-300, is responsible for requesting approval, in writing, from the CHDO to perform work away from its fixed location. The request will include a method to identify the customer, the location in which the work will be performed, the type of material, equipment, and personnel required to perform the anticipated work, the way the material, equipment and personnel will be transported and the precautions that will be taken to ensure that material and equipment are adequate for the work that needs to be performed. The approval/denial will be recorded and filed in the Quality Control Section, AVN-324.

(2) WHEN NECESSARY TO PERFORM WORK ON RECURRING BASIS

(1) Satisfactory facilities and housing must be provided to accomplish this function.

(2) Properly authorized inspection personnel having authority to accomplish maintenance release for the repair station must be available when maintenance is performed away from the home station facility.

(3) All necessary tools, equipment and materials to accomplish maintenance must be available at the location away from the station.

(4) All work orders will be assigned as instructed in this Repair Station/Quality Control Manual.

(5) All necessary Technical Data must be available and all forms and records used for maintenance will be maintained by the Quality Control Branch, AVN-320.

(6) Maintenance is required to be accomplished in accordance with the Manufacturer's Maintenance Manual, Repair Station/Quality Control Manual, FAR Part 43 and approved maintenance program.

(7) The person authorized to accomplish the maintenance release will be directly responsible to the Manager of the appropriate repair station facility accomplishing the work.

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CHAPTER V. MAINTENANCE PERFORMED FOR AN AIR CARRIER

1. PROCEDURES

A. GENERAL

(1) Maintenance, Line Maintenance, Preventive Maintenance and Alterations performed for air carriers under parts 121, 125, 129 and 135 will be performed in accordance with the air carriers program and maintenance manual. The air carrier will provide the repair station with applicable sections of its maintenance program or manuals at the time the work is performed.

(2) The Division/Accountable Manager is responsible to ensure that the necessary equipment, trained personnel and technical data are available for Maintenance and Line Maintenance and that work is accomplished in accordance with the respective air carrier maintenance program.

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CHAPTER VI. CONTRACT MONITORING

1. CONTRACTUAL ARRANGEMENTS AND MONITORING

A. PURPOSE

This section assigns the responsibility and provides procedures for the technical evaluation and monitoring of contract organizations that perform maintenance functions pertaining to articles for this Repair Station.

B. RESPONSIBILITY AND DEFINITIONS

(1) The Quality Assurance Branch, AVN-320, has the responsibility to ensure that:

(a) Any maintenance functions pertaining to articles to be contracted to an outside facility has been approved by the Certificate Holding District Office (CHDO). Approval may be obtained by letter, fax or email.

(b) A list of approved contract maintenance providers is maintained by AVN-324, and made available to the FAA upon request.

(c) Any person contracted to perform a maintenance function pertaining to articles is qualified, trained, certificated and authorized to perform the work requested.

(d) Any person contracted to perform a maintenance function pertaining to articles has adequate facilities and equipment to perform the work requested.

(e) Any non-certificated person contracted to perform a maintenance function for the Repair Station must meet the following criteria:

1 The non-certificated person/facility is qualified to perform the function requested.

2 The non-certificated person/facility follows a quality control system equivalent to this Repair Station. This may require a repair station inspector or designee on site at the non-certified facility.

3 The Repair Station remains directly in charge of the work being performed.

4 The Repair Station verifies by testing and/or inspecting, that the work has been performed satisfactorily and the article is airworthy before approving it for return to service.

5 The non-certificated person/facility agrees to allow the Federal Aviation Administration (FAA) to inspect or observe work while it is being performed on any articles for the Repair Station.

(2) Definitions of the required functions and references involved in contractual arrangements and monitoring are as follows:

(a) Facility Capability Review. When requested, AVN-324 will perform a Facility Capability Review (FCR). This review will ensure those contracted services or products meet the regulatory and program requirements of AVN.

(b) Contract Monitoring/Audit. AVN-324, or designee, will accomplish appropriate review of contract service providers to accurately determine contractor performance and ensure compliance with contract specifications and the application Federal Aviation Regulation (FAR).

(c) Contractor. Any person with whom AVN has made an arrangement (informal/oral or formal/written), for the performance of any maintenance, inspection, repair or alteration involving AVN aircraft and/or equipment.

C. CONTRACTED SERVICES AND RELATED REQUIREMENTS

(1) The requirements for contract monitoring or audit will vary depending on the specific service requested and specified by AVN. The service or work provided through an AVN contractual arrangement and its associated requirements for monitoring or audit, may be categorized and described as follows:

(a) Any substantial maintenance service accomplished through a contractual arrangement will require onsite evaluation. The contractor must have the capability, organizational structure, competent and trained personnel, relevant technical data, and adequate facilities and equipment to do the work in accordance with AVN requirements.

(2) Substantial Maintenance Contract. Any activity involving a maintenance check; any engine maintenance requiring case separation or tear down; and/or major alteration or major repairs on airframes, engines or propellers.

(3) Maintenance Contract. Performance of maintenance functions as specified through contract arrangement and accomplished on an ongoing basis.

(a) Instructions and requirements identifying the specific function to be accomplished are normally provided through formal contract. Instructions may also be provided through a Purchase Order/Request, Work Order, or other documentation provided by a properly authorized AVN representative.

D. CONTRACT PRE-QUALIFICATION

Prior to contract award and use of a contractor for the first time, AVN must accomplish an onsite audit of the proposed contractor to determine their capability and the adequacy of their organization to accomplish the work requested. The following information will be reviewed by AVN-320 prior to contract award:

(1) Technical Specifications

(a) AVN-324 will evaluate technical specifications and determine that the task contracted will be accomplished in accordance with applicable FAR and pertinent Technical Issuance manufacturers' specifications.

(b) Listed below are the basis guidelines for evaluation of the specifications:

1 Ensure that all work accomplished and documentation is in accordance with RSM/QCM.

2 Review for the inclusion of any special technical requirements as specified by AVN.

3 Review procedures to ensure specifications and technical data used to meet all requirements of AVN and FAR.

4 Ensure assignment of responsibilities of the prime contractor, and use of any subcontractor services, if applicable.

5 Review the test procedures to ascertain that they are adequate to produce an acceptable unit in accordance with applicable technical data.

6 Ensure proper identification of the parts and materials used in conjunction with the repair/overhaul process to ensure conformity with applicable technical specifications.

7 Ensure that technical publications, which are used in part or in whole, are applicable, current and appropriate for the work to be accomplished.

(2) Facility Capability Review.

(a) AVN-324 personnel will be responsible for determining the technical capabilities of selected contractors to perform proposed work.

(b) After the assigned Contracting Officer has reviewed all offers and determined the competitive range, AVN-324 will be queried concerning the need for a facility capability review.

(c) The Contracting Officer will be advised by AVN-324 of their representatives' name, if technical evaluation is required. The Contracting Officer will coordinate on the proposed schedule and offerors to be inspected. A team composed of the Contracting Officer/other specialists and AVN-324 representative(s) may be formed for the accomplishment of the contract Pre-Award Survey(s).

(d) During the review, AVN-324 will determine the technical capabilities of the contractor as follows:

1 The facility is equipped with adequate tools and equipment, to include test equipment, necessary to fulfill contract requirements.

2 The contractor is qualified and has adequate staffing to fulfill contract requirements.

3 The contractor has adequate organization to perform the work or service requested.

4 The contractor is properly certified and rated to perform the requirements of the contract.

(e) At the conclusion of the facility capability review, the AVN-324 representative will provide the contractor with documentation indicating the results of the review. If further training is required or any item is unsatisfactory, the report will indicate such.

(f) Documentation will be in letterform detailing the satisfactory or unsatisfactory results of the review with a copy provided to the Contracting Officer and a copy filed in AVN-320. If an unsatisfactory evaluation is found, the reasons for the unsatisfactory finding must be detailed.

E. FOLLOW-ON CONTRACT MONITORING/AUDIT

(1) AVN-324 will accomplish follow-on audit of contract service providers on an as needed basis or at anytime of a special request by the Contracting Officer. The need and frequency of the follow-on audit of formal contract service providers will be determined by AVN-324.

(a) Prior to audit, the Administrative Contracting Officer will furnish AVN-324 with copies of the contract, purchase orders and specifications with request for delegation of Contracting Officer Representative duties. The Contracting Officer's representative will become familiar with the specifications, delegated authority/limitations, and procedures to accomplish the audit efficiently and effectively.

(b) In addition to those requests made by the Contracting Officer for contractor audit, AVN-324 will determine the need for audit based on the following information:

1 AVN level of confidence in the contract service provider and their work.

2 Quality and complexity of contracting item and its reliability.

3 Fulfillment of contract technical specifications and quality of records and certification produced.

4 Amendments to the contract made through the Contracting Officer that may effect changes in procedures, techniques or improvements to the end product; also, amendments to the contract that may cause the change or addition of facilities.

5 Follow-on audit will be documented in accordance with the requirements of Facility Capability Review.

(2) The on-site audit by the AVN-324 representative will involve the following:

(a) Monitoring the facility's quality control inspection procedures.

(b) Observing the manufacturing and in-process assembly.

(c) Reviewing technical data, the in-process procedures and final acceptance checks of contracted items to determine quality of product.

(d) Inspecting components and units for adequacy of preservation, packaging and packing for storage and shipment as set forth in the contract.

(e) Discussing procedures, maintenance techniques and promoting coordination with contractor and quality control.

(f) Reporting noncompliance of FAR to the Manager, AVN-320.

(g) Notifying the Contracting Officer when interpretation of the contract is required or changes appear necessary.

(h) Other requirements as specified in the letter of designation as Contracting Officer's representative.

(i) Verify proper transfer of all maintenance documents or reports between contractor and AVN-300.

(j) Ensure work accomplished is performed by the specified contractor.

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REPAIR STATION/QUALITY CONTROL MANUAL

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CHAPTER I. INSPECTION PROCEDURES

1. PROCEDURES FOR INCOMING PARTS, COMPONENTS AND MATERIAL RECEIVING INSPECTION

A. GENERAL

Federal Aviation Regulations require a receiving inspection of all parts, components and material for usage in an aircraft to ensure that they meet the certification requirements and are in condition for safe operation.

B. RESPONSIBILITY

Quality control or designated personnel are responsible for the performance of receiving inspections. Inspector personnel will be authorized Code "D" authority as outlined in Volume 1.II.7.

C. DEFINITION OF TERMS

(1) Stock Material: Serviceable or repairable parts, components, and materials that are in storage at the FAA Logistics Center or the maintenance activity using them.

(2) Direct Shipment: Parts, components and material that are direct shipped from the manufacturer or supplier to the maintenance organization who ordered them.

(3) FAA-Approved Aeronautical Part: Aircraft parts, components, and materials manufactured under an FAA-approved Type Certificate (TC), Production Certificate (PC), Parts Manufacturer Approval (PMA) or Technical Standard Order Authorization (TSOA).

(4) FAA Production Approval Holder: The holder of an STC, TC, PC, PMA or TSOA, who controls the design and quality of the part, component or material.

(5) Manufacturer: Person who fabricates an item or who alters any item according to a specification so that it becomes a unique and separate item.

(6) Authorized Supplier: A supplier of an FAA Approval Holder that has been authorized, in writing, authority to ship directly to the user on behalf of the Approval Holder.

(7) Vendor/Distributor: Person agent, or business who sells aircraft parts but is not the Approval Holder or its authorized supplier.

(8) Identification Marking: Required marking or labeling required to properly identify an approved aeronautical part in accordance with FAR 21 and FAR 45.

(9) Repaired/Overhauled: A used part or component that has undergone maintenance to return it to a serviceable condition.

(10) Unit Exchange: Unserviceable part or component that is exchanged as a direct replacement on a one-to-one basis.

(11) Standard Hardware. A part or material manufactured in compliance with, and conforming to, specifications developed by consensus standards organizations or Military/Federal agencies, which include design, manufacturing test and acceptance criteria, and uniform identification requirements. The specification must be published in such a manner that any person may qualify to manufacture the part and be listed in a publication which is readily available to the aviation industry. Examples include, but are not limited to, MS, NAS, AN, SAE, QQC. Standard Hardware does not include proprietary standards.

(12) Fastener: A screw, nut, bolt or stud having internal or external threads, and a load indicating washer.

(13) Rebuilt: A product, part or component which has been disassembled, cleaned, inspected, repaired as necessary, reassembled and tested to the same tolerances and limits as a new item, using either new or used parts that either conform to new part tolerances and limits or to approved oversized or undersized dimensions.

(14) Inspected: The term "inspected" includes testing of products.

(15) Modified/Altered: The term "modified" is synonymous with the term "altered" and may include the incorporation of AD's, service bulletins, etc.

D. CERTIFICATION DOCUMENTATION

Documentation must be provided and received with parts, components and materials to show traceability to the Production Approval Holder or their authorized supplier or approved Repair Station. This documentation must be in the form and content described below to ensure airworthiness of the item and that it is an approved part. Copies of Certification Documents will be provided to Quality Control, AVN-324, Material Receiving. These documents will be kept on file in AVN-324.

(1) All repaired/overhauled parts or components received must have one of the following:

(a) A properly executed FAA Form 337, Major Repair or Alteration Form; or

(b) A completed FAA Form 8130-3, Airworthiness Approval Tag; or

(c) Certificated repair station's approval for return-to-service tag, signed by an authorized individual identifying the part, accompanied with a document identifying the part/component and a description of work performed; or

(d) Unique components that do not couple to the cockpit or military unique components (mission essential) equipment that has been repaired by non-certificated contractors or vendors may not have the required documentation identified in the preceding paragraphs (1)(a)(b)(c). A provisional buy-in for these items will be accomplished by AVN-324, Receiving Inspection. This will ensure prompt payment to the vendor for services rendered. A list of these components by nomenclature and part number will be distributed by AVN-324 and retained in all AVN Receiving Inspection areas, Oklahoma City and Line Stations. In those instances, the following process must be followed:

(e) Receiving Inspection will complete the following:

1 FAA Form 8130-3 for each item, idicating in Block 13, "Documentation Accepted, UNIT MUST BE FUNCTIONALLY TESTED AT TIME OF INSTALLATION."

2 VN Form 4100-301, Block 20 reflecting "TEST REQUIRED".

3 Upon installation and functional test of equipment, the technician will return a signed copy of the FAA Form 8130-3 to AVN-324, Receiving Inspection, for filing.

(2) New parts, components or material acquired from a Production Approval Holder must have:

(a) A shipping invoice or picking tag from the Production Approval Holder to the FAA that identifies the part.

(b) Part must have proper identification marking as required.

(3) New parts, components or material acquired from Production Approval Holder's authorized supplier must have:

(a) A shipping invoice from supplier identifying the part; and

(b) For initial orders a document containing (i) certification that the part was produced under the terms of the production approval holder, (ii) production approval holders authorization for direct shipments either must be signed by authorized representative of the production approval holder.

(c) For subsequent orders from an authorized supplier, their certification traceable to the Production Approval Holder of the part.

(4) New parts, components or material acquired from a vendor/distributor must have:

(a) shipping invoice from vendor/distributor to FAA identifying part.

(b) copy of original shipping invoice from the Production Approval Holder to vendor/distributor.

(5) New surplus parts from a commercial source may be accepted, provided interchangeability, applicable airworthiness directive compliance, storage times and conditions, and shelf life can be established. Documentation criteria will be the same as that required for new parts.

(6) Standard hardware, nuts, bolts, washers, fasteners, etc., will meet the following criteria:

(a) Standard hardware will have an invoice from the manufacturer or vendor. Packages will be marked with manufactured date, Lot/Batch number, and manufacturers name or code.

(b) Avionic parts (resistors, capacitors, diodes, transistors, etc.), will have a manufacturer's invoice or certification from a Production Approval Holder, if a proprietary part. Non-TSO requires only invoice from vendor.

(c) Electrical connectors and fittings will have an invoice from the manufacturer or vendor.

(d) Pre-formed packing "O" rings or seals will have an invoice from the manufacturer or vendor. Items must be individually packaged. Each package marked to identify National Stock Number (NSN) if applicable; nomenclature, part number, manufacturer name or code, specification number, cure date, and expiration date and purchase order number, if applicable. On occasion, "O" ring seals may be retained in properly sealed and protected plastic packages; however, a shelf life date will be established from the date of storage up to one year.

(e) Copies of invoices for standard hardware will be retained in Quality Control, AVN-324 receiving section file.

(7) All parts, components or material received, which are manufactured in a foreign country with which the U.S. has a bilateral agreement, must have a Certificate of Airworthiness for Export attached issued by the country of manufacture. (FAR 21.502)

(8) Used aircraft parts, components or materials will not be accepted into serviceable stock, unless serviceability/airworthiness and useful time remaining can be established by AVN-320 prior to use.

(9) Parts/components not manufactured to an FAA production approval that are installed by an approved Engineering Order (EO) do not require certification documentation for acceptance other than invoice and requirements under Notes, Item 3, below.

(10) Tires as per D.(2), (3) or (5). Invoice from manufacturer by serial numbers (S/N) of tires being supplied. Tires must include all TSO identification marking as per FAR 21.607.

(11) Aircraft interior material must have flammability certification from an acceptable test facility or an FAA Certificated Repair Station.

NOTES:

(1) Any new part, component or material received that has been superseded or changed to a new part number must have documentation from the **Production Approval Holder** authorizing the change and verification of the interchangeability.

(2) Unit exchanged parts or components must meet requirements of D(1), (2), (3) or (4).

(3) EO's are controlled by the Engineering Branch, AVN-340. EO's must give part description, national stock number (NSN), if known, manufacturer name or code, or other data necessary to authorize replacement parts.

E. RECEIVING INSPECTION PROCEDURES

(1) All incoming serviceable aircraft parts, components and materials will be placed in a secured area and inspected by Quality Control (QC) or designated receiving personnel.

(2) The Quality Control or designated personnel shall perform and accomplish the following incoming material inspection:

(a) Ensure the part number ordered matches the part received.

(b) Ensure part, component or material received is in good condition and has no damage from shipment.

(c) When applicable, ensure the state of preservation, cure date, storage and shelf life limitations are within limits.

(d) Ensure paperwork or data received is correct for traceability and fulfill requirements as stated in Paragraph D. The designee will not make determinations of compliance with purchase order clauses, other than those relative to airworthiness certification.

(e) It is AVN policy not to accept any "O" ring seals without a cure date.

(3) Quality Control acceptance of life limited, overhaul, on condition parts and standard hardware will be received in the following manner:

(a) New life limited and overhaul parts and components accepted by QC will have a VN Form 4100-301, Serviceable Part Tag, completed by QC and certification documentation attached. Life limited parts repaired will include a record of work performed and overhaul items that have been repaired or overhauled will require a maintenance release and a record of work performed.

(b) Any non-serialized life limited component received will have a serial number assigned and the part identified with the same. Records of assigned S/N will be maintained by the Quality Control, Receiving Inspection Office in OKC or at the Quality Control, Receiving Inspection Offices at field activities.

NOTE: Excluded from this requirement are Life Limited items either physically too small to accept a serial number; or cables, hardware, fittings, bushings, pins, etc. that are controlled by requirements loaded at the airframe level rather than at the component level.

(c) An assigned serial number will be entered on a logbook in the following manner: The first three letters of the organization, i.e., AVN-300, OKC; Atlanta, ATL, Anchorage, ANC; Battlecreek, BTL;and Sacramento, SAC. The next numbers will be the year, followed by a three digit number, example: OKC, 95001. The serial number will then be inscribed on the component or part with a permanent ink pen.

(d) Serialized on condition (OC) parts or components (except consumables) will require completion of an VN Form 4100-301, Serviceable Part Tag. Copies of certification documentation for OC components will be accepted and filed in the OKC QC Receiving Office.

(e) Non-serialized standard hardware, subassemblies, resistors, clamps, etc. will include QC stamp on certification documents.

(4) Direct ship items will be accepted at the receiving office at the field facilities and the field facility will attach the proper tag to the item. Copies of Certification Documents will be provided to Quality Control, AVN-324, Material Receiving. These documents will be kept on file in AVN-324.

(5) Customer supplied parts and components are to be stored in a segregated area identified, as Repairable or Serviceable, for each customer or in a manner mandated by contractual procedures.

(6) Rejected items will have discrepancies noted and attached to the item. These items will be placed in a segregated controlled "Discrepant Parts" holding area until serviceability of part can be established or disposition of part determined. When a vendor refuses to provide documentation as required by Paragraph D of this section, the designee must notify AMQ-300 and AML-3000 via E-mail to delete the vendor as an authorized source for acquisition. Additionally, AMQ-300 and AML-3000 must be notified by AVN-324 to delete any vendor as an authorized source that is identified by FAA alerts, handbook bulletins or other official notifications as a vendor/distributor of unapproved parts.

(7) Parts, components and materials received by maintenance organizations from the Logistics Center without documentation paperwork, should have either a Q.C. stamp (reference VOL.2.II.5), completed VN Form 4100-301 or one of the following computer generated labels as shown below. The small label is used when the incoming part has the identifying information already on the package or when the item is too small for the large label. This will signify that Quality Control Section, AVN-324, has performed the incoming inspection and all certification documents required are on file in the incoming inspection section office, Oklahoma City, OK.

DOCUMENTATION APPROVED BY: AVN-320 #

CONTROL NO.:

PART NO.:

NSN NO.:

P. O. #: DATE:

DOCUMENTATION
APPROVED BY
AVN INSPECTOR
#

Date

DOCUMENTATION
APPROVED BY: QC

AUG 15, 1996

NOTES:

(1) Label generated and controlled by Quality Control Section, AVN-324, and used on items not labeled by manufacturer.

(2) A stamp or label may be used on items that are physically too small or quantity too large to attach documents to individual items.

F. DETECTING AND REPORTING SUSPECTED UNAPPROVED PARTS (SUP)

(1) Report of SUP parts issues Forms, Procedures, etc.

(a) The individual finding the (SUP) part is required to fill out the required information on the FAA Form 8120-11, Suspected Unapproved Parts Form.

(b) This form will be forwarded to AVN-320 for action.

(c) Suspected Unapproved Parts Information will be documented on VN Form 4100-34, Maintenance Review Board (MRB) Action form and forwarded to the MRB for their review and action.

(d) Location and identification of SUP parts will be accomplished by the use of the electronic database by entering the locations, whether installed or on the shelf as spares.

(e) Components or parts identified as suspect that are stored in the FAA warehouse in OKC will be identified by P/N and stock number if applicable and a bin inspection will be conducted. Any suspect items found during bin inspection will be isolated and held in quarantine, within AVN-324 spaces, in the warehouse. These items will be issued by the item managers to AVN-324.

(2) Storage of suspect or confirmed part(s) issues.

(a) Location: The storage area for SUP parts will be segregated from all serviceable parts and an VN Form 4100-302 Condemned Parts Tag will be attached.

(b) Security: These parts that are in question will be secured in a locked area within AVN-320 spaces.

(c) Evidence: Parts required to be held as evidence will continue to be held in AVN-320 spaces or designated areas until final confirmation is made.

(3) Evaluation of Suspect Parts for Acceptability

(a) Internal: Initial testing of SUP parts may be accomplished within the AVN Repair Station if parts or components are listed on the repair station operation specifications for those components or parts in question. A complete, tear down test/inspection report will be accomplished and photos attached if applicable.

(b) External: A complete test and tear down inspection should be accomplished at the Production Approval Holders facility or their authorized repair facility. A complete tear down report along with photographs witnessed by FAA personnel are required.

(c) Reports: All reports will be sent to Quality Control AVN-324, Oklahoma City, Oklahoma.

(d) Maintenance Review Board (MRB) Results: After reports are completed or a decision made as to the disposition of all SUP parts installed in aircraft or held in stock, notification will be sent to AVN concerned departments as to the steps that are required to be taken.

(e) Maintenance Alert Directive (MAD), VN Form 4100-69: Upon a decision of the Maintenance Review Board to inspect, identify or replace installed components in question, a Maintenance Alert Directive will be issued to involved areas.

(4) Removal of suspect parts from aircraft and spares stock levels.

(a) AVN Stock Room. (OKC):
All (SUP) parts removed from stock will be tagged with a VN Form 4100-302 and held in AVN-324, Receiving Inspection and identified as a SUP part not to be issued.

(b) Line Maintenance Station Inventory:
Any components that are removed from standing stock at Line Maintenance Station locations will be identified and tagged as a (SUP) part and not to be issued until released or further disposition has been identified.

(c) AML Warehouse Inventory:
All components removed from inventory will be quarantined in AVN-324. These items will also be identified as SUP parts not to be issued and held until released by AVN-320.

(5) Parts listed in the FAA Approved Minimum Equipment List (MEL) procedures may be considered inoperable and deferred with the established MEL procedures.

(6) Disposition of suspected parts from all AVN maintenance locations concerned will be accomplished IAW Order 8120.11, Disposition of Scrap or Salvageable Aircraft Parts and Materials.

G. ELIGIBILITY OF CURRENT INVENTORY FOR USE WHEN SUFFICIENT DOCUMENTATION DOES NOT EXIST

The following procedures will be used to declare certain parts are acceptable and safe for use when sufficient documentation is not available. These procedures are applicable to new, overhauled or repaired parts, excluding parts which are cycle or time controlled. The Manager, Quality Assurance Branch, AVN-320, or delegated representative, will make the final determination as to the acceptability of the part and will sign the acceptance tag.

(1) New Parts in Current Inventory (Stock Material)

In order to accept new parts from current inventory without the documentation required by Paragraph D of this section, the following requirements must be met.

(a) Part must be identified with proper part number and/or,

(b) Part must be in the manufacturer's original package in order to determine if the part is new or it must be tagged and identified as a new part by the manufacturer.

(c) Alternate part numbers that are not shown by the manufacturer must be verified acceptable by Engineering, AVN-340, before the part will be considered for use.

(2) Overhauled or Repaired Parts in Current Inventory (Stock Material)

In order to accept overhauled or repaired parts without the necessary documentation, the following must be met:

(a) Parts received from current inventory without work orders must have a properly completed and signed maintenance release from the repair agency attached and inspected by Quality Control, to determine maintenance requirements to authorize use. No part will be accepted without a maintenance release.

(3) Work Stoppage

The following sequence will be used in the event a problem exists with certification of the part or part does not have proper documentation, which may result in a work stoppage.

(a) Request the manager of AVN-320, to make a determination if part can be used as received.

(b) AVN-320 and AVN-340, when required, will determine what actions are necessary to certify the parts by attaching Serviceable Part Tag, VN Form 4100-301, on part.

(c) AVN-310 or AVN-330 will accomplish the maintenance actions as required. Maintenance actions will be accomplished in accordance with procedures issued by Managers, AVN-320 and AVN-340.

(4) Existing Inventory (Stock Material)

Parts in the existing inventory shall be evaluated using the procedures set forth in Paragraph (1) and (2) above.

H. STORAGE AND TRANSIT OF ESD SENSITIVE COMPONENTS AND EQUIPMENT

Ordinary plastic containers or packing materials shall not be used when transporting ESD sensitive components. Manufacturers' recommendations will be used. The following are other requirements for ESD control:

(1) ESD sensitive components and equipment shall be transported in conductive static-dissapative or anti-static materials.

(2) Shipping information, instructions, and other paperwork, accompanying ESD protected packages, shall be contained in anti-static materials and attached to the outside of the package/container by ESD approved methods.

(3) Open or damaged ESD packaging containing sensitive components and equipment are unacceptable and should be referred to the AVN-300 ESD coordinator for resolution.

I. REPORTING MALFUNCTIONS OR DEFECTS

The Malfunction or Defect Report, FAA Form 8010-4, is a means of reporting aircraft, powerplant, and appliance problem areas. Each technician, inspector, or other person will use this system to report any potential or existing problem that might affect the airworthiness of the aircraft.

J. USAGE

Whenever a system component or part of an aircraft, powerplant, propeller, or appliance functions improperly or fails to operate in the approved (type-certificated) manner, it has malfunctioned and will be reported. Additionally, if a system or component has a flaw that impairs or may impair its future function, or has a part installed improperly, it is defective and will be reported.

These problem areas will be reported using a Malfunction or Defect Report, FAA Form 8010-4. Instructions for the report are located in Volume 3, Parts.

K. DISPOSITION

The Malfunction or Defect Report, FAA Form 8010-4, will be filled out by the originator and mailed to the addressee on the pre-addressed report form within 72 hours.

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CHAPTER II. INSPECTION SYSTEM

1. PRELIMINARY INSPECTION PROCEDURES

A. GENERAL INSPECTION

Aircraft, components, appliances, or parts undergoing maintenance in AVN will receive a preliminary inspection prior to beginning the maintenance task. Before a preliminary inspection can be performed, it may be necessary to thoroughly clean an article prior to the inspection. The inspection will be performed by an authorized individual and is required for all equipment being repaired, adjusted, calibrated, or overhauled. This inspection is conducted in order to assess the basic repairability of the equipment and to determine its current state of preservation or defects. Any discrepancy found during this inspection will be documented on VN Form 4100-155 and discrepancy block checked on the VN Form 4100-145.

A preliminary inspection is accomplished on an item before it enters the repair or overhaul process. The inspection will consist of a thorough visual inspection to determine its state of preservation and any obvious defects.

B. DOCUMENTATION OF DISCREPANCIES

Preliminary inspections will be documented on the Work Order, VN Form 4100-145, in the appropriate block following the inspection. All preliminary inspection discrepancies recorded on the Non Routine Work Form, VN Form 4100-155 must be attached to the VN Form 4100-145.

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CHAPTER II. INSPECTION SYSTEM

2. INSPECTION FOR HIDDEN DAMAGE

A. GENERAL INSPECTION

Each aircraft, engine, propeller, or appliance undergoing maintenance following an accident will receive a hidden damage inspection which includes areas adjacent to obvious damage. A visual inspection will be performed by an authorized individual before work begins on any airframe, powerplant, propeller or appliance that has been involved in an accident.

B. DOCUMENTATION

Hidden damage inspection will be documented in the appropriate block on the Work Order, VN Form 4100-145. Any damage or discrepancies discovered during the inspection will be recorded on VN Form 4100-145 or NonRoutine Work Card, VN Form 4100-155. All completed VN Form 4100-155's will remain with the VN Form 4100-155 work order.

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CHAPTER II. INSPECTION SYSTEM

3. IN PROGRESS INSPECTION

A. GENERAL INSPECTION

Each aircraft, component, appliance, or part undergoing maintenance before closing will receive an in progress inspection. The inspection is accomplished to ensure all maintenance has been performed in accordance with appropriate technical data and procedures required by this Repair Station/Quality Control manual. This inspection will be accomplished prior to final closure of any unit or article and prior to final inspection.

B. INSPECTION OF DISCREPANCIES

The inspection will be performed by an authorized individual and is required for all equipment being repaired, adjusted, calibrated, or overhauled. This inspection should ensure that requirements of applicable technical data being used has been accomplished. The in progress inspection will be accomplished prior to the time the article is closed and prior to final inspection.

C. DOCUMENTATION

All discrepancies will be documented on the VN Form 4100-155.

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CHAPTER II. INSPECTION SYSTEM

4. FINAL INSPECTION

A. GENERAL

Aircraft, components, appliances, or parts undergoing maintenance in the AVN repair station or its satellites will receive a final inspection to ensure that all maintenance has been properly completed, that any discrepancies associated with the work have been corrected, and that all requirements of this inspection procedures manual have been accomplished prior to it being approved for return to service. Inspection must be performed by an authorized individual.

NOTE: Consideration must be given to any adjustments or calibrations that may have to be reaccomplished due to a discrepancy discovered during final inspection. This calibration or adjustment should be documented separately on Form 4100-155 and be reaccomplished as required.

B. DOCUMENTATION

Final inspection will be documented on the Work Order, VN Form 4100-145. Any discrepancies discovered during the final inspection will be documented on a VN Form 4100-145 or VN Form 4100-155. All discrepancies must be corrected prior to completion of final inspection.

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CHAPTER II. INSPECTION SYSTEM

5. WORK SIGN-OFF AND USE OF INSPECTOR AND TECHNICIAN STAMPS

A. GENERAL

The following requirements apply to the issuance and control of ink stamps used by inspectors and technicians. The use of stamps is optional. Since a stamp has the same significance and authority as a person's signature, it is important that strict control be maintained over the issuance and use of each stamp.

Work sign-off will be documented by either a signature or by use of an inspector and technician stamp. The Repair Station/Quality Control Manual will be referenced for specific guidance and control.

B. POLICY

(1) Each stamp must be under the direct control of the individual to whom the stamp is issued at all times. A stamp will be issued to each qualified inspector and technician for their personal use.

(2) The stamp will be valid clearance on all work cards/forms or wherever a signature is required.

NOTE: Stamps are not to be used for any return to service approvals.

(3) Loss or unsatisfactory condition of a stamp must be reported immediately to the issuer who shall take action to prevent unauthorized use. The issuer will issue a memo canceling the authority of that stamp. A replacement stamp will be issued and must not have the number as the previous stamp issued to the employee.

(4) When a stamp is revoked, surrendered or otherwise taken from an employee, the stamp will not be reissued or used for at least six months.

C. PROCEDURES

(1) The manager of the appropriate maintenance organization or his designate, will issue stamps to any qualified technician.

(2) The Manager of Quality Assurance, AVN-320, will issue stamps to Quality Control Inspectors in the previously described manner. The issuer is responsible for ensuring that no duplicate stamp numbers are issued.

(3) Issuer will maintain an accurate stamp record for each stamp issued, showing employee name, certificate number, date of issuance, routing symbol and stamp number issued.

(4) The inspector/technician will also show receipt of the numbered stamp by signing and initialing the Stamp Control Log, VN Form 4100-71.

(5) The issuer will update the Stamp Record in the electronic data base.

D. STAMP IDENTIFICATION

The Repair Station provides different types of stamps for issuance to aircraft maintenance personnel, as follows:

(1) Aerospace Engineering (AE) Technician Stamp: Stamp or initial is acceptable in lieu of signature on all work cards/forms in the TECH Boxes, for items which (s)he is qualified.

(2) Avionics Technician Stamp: Stamp or initial is acceptable in lieu of signature on all work cards/forms in the TECH Boxes, items which (s)he is qualified.

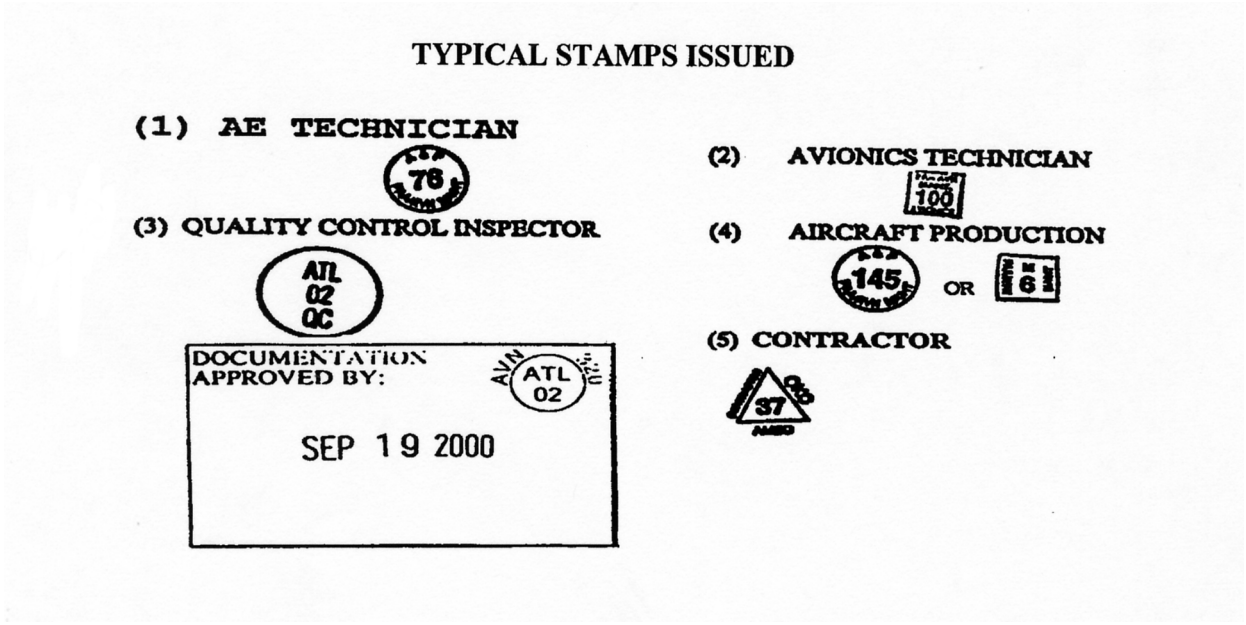
(3) Quality Control Inspector Stamp: This stamp is acceptable in lieu of signature for use only in the INSP Boxes of all work cards/forms, and of those "Required Inspection Items" for which they are approved.

(4) Shops Production Stamp: Stamp or initial is acceptable in lieu of signature for work cards/forms which the individual is approved by the Repair Station Manual.

(5) Contractor Stamp: This stamp is acceptable in lieu of signature on all work cards/forms in the TECH Boxes for items completed by contractor personnel.

NOTE: If a stamp is inadvertently used, the individual may delete it by red lining through the stamp. If there are copies, ensure all are addressed the same.

TYPICAL STAMPS ISSUED



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CHAPTER II. INSPECTION SYSTEM

6. MAINTENANCE RELEASE AND APPROVAL FOR RETURN TO SERVICE

A. GENERAL

This repair station performs maintenance and inspection of aircraft, engines, propellers, appliances, etc., in accordance with the manufacturers' maintenance manual. When the maintenance or inspection is accomplished on aircraft or equipment maintained under a continuous airworthiness maintenance program as prescribed by FAR Part 121 or 135, the work will be accomplished in accordance with the operators' manuals and procedures. Any forms required due to a Approved Aircraft Inspection Program (AAIP) will be provided by the customer.

B. RETURN TO SERVICE

No aircraft will be approved for return to service following maintenance, repair or alteration until all discrepancies affecting airworthiness have been corrected. Approval for return to service for aircraft and equipment or components will be accomplished as required by this Repair Station/Quality Control Manual. If the work is accomplished in accordance with an air carrier/air operators continuous airworthiness maintenance program, the approval for return to service will be accomplished in accordance with that operators' manual.

C. RESPONSIBILITIES

Maintenance supervisors are responsible for reviewing all completed work orders covering work performed in their assigned area. The supervisor will ensure that all items on the work order have been completed as required, that there are no open discrepancies, and that all-major repairs or major alterations have been accomplished using FAA approved data.

D. DUAL INSPECTION ITEMS

The following are the designated items of maintenance and alterations which must be dual inspected by a mechanic whenever the type of maintenance identified below is accomplished on the aircraft. Additionally, whenever any of these systems or components are disturbed to gain access to other components, their reinstallation must be a dual inspection. The second person cannot be the one who performed the work.

(1) Flight Controls (Primary or Secondary)

(a) Installation or rigging.

(2) Landing Gear

(a) Assembly installation.

(b) To include the emergency extension system.

(3) Powerplants

Final installation of powerplant, gearboxes or modules.

(4) Propeller

(a) Inspection of completed installation and rigging.

E. REVIEW

Prior to approving an aircraft, engine, propeller, or appliance for return to service, an authorized individual will review the maintenance records to determine that all work has been completed and inspected as required for compliance with this inspection system.

F. APPROVAL

When the review is complete, the authorized individual will approve the article for return to service. The article may be an aircraft, engine, propeller, appliance or part thereof. Approval for return to service will be accomplished as follows:

(1) Aircraft or engine components or appliances that have undergone inspection, maintenance (including overhaul), or alteration will be approved for return to service on the Work Order, VN Form 4100-145. This form when completed contains all required information for a maintenance release. The statement (example in paragraph G) when signed by an authorized individual approves the article for return to service. Procedures for completion of VN Form 4100-145 are provided in Volume 3 of this manual.

(2) Work accomplished on air carrier/air operator aircraft or equipment and maintained in accordance with a continuous airworthiness maintenance program as prescribed by Parts 121 or 135, will be approved for return to service in accordance with that operators' manual.

(3) Work accomplished on aircraft not owned or operated by AVN to include Approved Aircraft Inspection Program (AAIP) programs, will be accomplished in accordance with the requirements of FAR 43.9 and 43.11.

(4) Major repairs and alterations will be approved for return to service as described in Volume 1.III.7.

G. MAINTENANCE RELEASE STATEMENT

VN Form 4100-145

"THE AIRCRAFT, AIRFRAME, AIRCRAFT ENGINE, PROPELLER OR APPLIANCE IDENTIFIED ABOVE WAS REPAIRED AND INSPECTED IN ACCORDANCE WITH CURRENT REGULATIONS OF THE FEDERAL AVIATION ADMINISTRATION AND IS APPROVED FOR RETURN TO SERVICE."

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CHAPTER III. INSPECTION CONTINUITY

1. CONTINUITY OF INSPECTION RESPONSIBILITY

NOTE: LINE OF SUCCESSION

A "Line of Succession" is established with a notice of "Delegation of Authority" initiated by the managers and supervisors within the repair stations. This assures the continued performance of duties by "Acting" managers, supervisors, inspectors, etc.

A. INCOMPLETE MAINTENANCE AND INSPECTION TASK

(1) Any maintenance task or inspection not completed as a result of a work interruption or shift turnover must be documented to ensure proper completion of the task.

(2) Each Maintenance Supervisor is responsible for ensuring that technicians, in their assigned section, complete an Incomplete Maintenance Work Turnover, VN Form 4100-154, for any task not completed in their appropriate section as a result of a shift turnover or work reassignment.

(3) VN Form 4100-154 is to be completed by identifying the status and stage of completion for any required inspection, maintenance, inspection or alteration not completed. The status should be in sufficient detail to enable the technician assuming the work assignment to continue the work without leaving any required steps incomplete.

(4) Completion of the incomplete maintenance or inspection task will be documented on VN Form 4100-154, Incomplete Maintenance Work Turnover, and be attached to the appropriate work form (Aircraft Log, Non-Routine Work Form, etc.).

(5) All documentation related to the task will be maintained with the permanent maintenance records.

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CHAPTER IV. PRECISION MEASURING AND TEST EQUIPMENT

1. PME AND TEST EQUIPMENT CALIBRATION PROGRAM

A. GENERAL

(1) This section sets forth policies and procedures for the calibration and maintenance of test equipment and precision measuring equipment used in support of AVN aircraft.

(2) This section also establishes the responsibilities and procedures for determining the capabilities of the Aircraft Maintenance and Engineering Division (AMED), AVN-300, to accomplish calibration and maintenance on this equipment.

B. GENERAL POLICIES

(1) Under no conditions will non-calibrated test equipment be used to approve for return to service any aircraft, appliance, or aircraft components. Equipment not used to make quantitative measurements or produce calibrated output will not require periodic calibration. Test equipment capable of making quantitative measurements or producing calibrated output which is not calibrated due to usage (i.e. null indication, waveform monitoring, continuity checking, troubleshooting, etc.) shall be clearly identified as such, with AVN TEST EQUIPMENT, VN Form 4100-204-4 (Color orange). These forms may be approved by the Oklahoma City Maintenance Supervisor, LSMS Supervisor, or their designee.

*(2) TI 4150 and TI 4160 series manuals provide procedures for maintenance and calibration of test equipment. Calibration intervals will not exceed manufacturers calibration requirements or exceed one year.

(3) The Base Maintenance Branch, AVN-330, shall maintain the measurement standards which provide traceability to National Institute of Standards and Technology (NIST).

(4) All calibrated precision measuring and test equipment will have an asset number clearly visible.

(5) The Precision Measuring Equipment (PME) Lab shall provide a designated area where all incoming equipment will be stored and segregated into groups listing their condition, such as serviceable, repairable and condemned.

C. DEFINITIONS

(1) Measurement Standards. The standards shall be used to provide traceability to NIST and the calibration and maintenance of measuring equipment and test equipment. This equipment shall not be used to perform line maintenance. AVN Test Equipment, VN Form 4100-204-1 (Color-Green).

(2) Test Equipment. Test equipment shall be used for the maintenance of other test equipment, specialized measuring equipment, electronic airborne equipment and electrical equipment. This equipment may also be used to calibrate less accurate items of test equipment providing it's manufacturers environmental performance and storage specifications have not been exceeded. AVN Test Equipment, VN Form 4100-204-3 (Color - Blue).

(3) Precision Measuring Equipment. All equipment that is listed in TI 4150.1, AVN Aircraft Ground Support Test Equipment Index.

(4) Calibration. The comparison of a measurement or source device of unverified accuracy to a measurement or source device of known accuracy in order to detect, report or eliminate, by adjustment, any variation in the accuracy of the device being compared.

(5) Calibration Interval. The maximum calendar time an item of test equipment may be used without scheduled recalibration.

(6) Traceability. The ability to relate individual measurement results through equipment whose accuracy has been established via an unbroken chain of calibration records to a standard derived from NIST, equipment manufacturer, or other standards approved by the Administrator.

D. MANAGEMENT OF CALIBRATION REQUIREMENTS

*(1) Electronic Database: Is a database system utilized in the management of calibration requirements for precision measuring and test equipment. The management is done through three database files - inventory, calibration, and repair and location histories. Each file interacts with the other.

*(2) Electronic Database Access: Use the following instructions to access electronic database records.

(a) Run: "PC Anywhere" on the designated computer at the facility.

*(b) Use: "PC Anywhere" menus to dial the Electronic Database computer.

*(c) When the Electronic Database calls back, the log-in screen will appear soliciting "code" and "password". Enter your Electronic Database code and password. A special ID and password for the CHDO may be obtained from AVN-335.

Facility	Password
ANC	ANCFIAO
ATL	ATLFIAO
BTL	BTLFIAO
SAC	SACFIAO
OKC Tool Room	TOOLROOM

*(d) After entering code and password, the "Electronic Database Main Menu" will appear.

(e) Follow menu instructions to view records, make reports and make data entries.

(f) Upon completion of session, be certain to exit "PC Anywhere" by following screen instructions.

E. ORGANIZATIONAL RESPONSIBILITIES

(1) Quality Assurance Branch, AVN-320, is responsible for:

(a) Monitoring test equipment and calibration system for those units undergoing calibration at AMED.

(b) Making the additions, deletions, or changes to the test equipment index listing maintained on the AVN-300 Electronic Maintenance Library website.

(c) Surveillance of test equipment used at all maintenance organizations and will ensure:

1 All test equipment is inspected for deterioration, breakage and general condition.

2 Proper storage and usage is practiced.

3 Calibration is current.

(d) Maintaining the Electronic Maintenance Library which describes the method of obtaining the listing of calibration intervals for precision measuring and test equipment.

(2) The Base Maintenance Branch, AVN-330, is responsible for:

(a) Ensuring that all measurement standards are calibrated and traceable to NIST and maintaining records of the current calibration.

(b) Accomplishing the calibration and maintenance of AMED test equipment and providing support for other AVN maintenance organizations, upon request.

(c) Determining test equipment equivalency, obtaining engineering assistance as necessary.

(d) Coordinating with AVN-320 regarding items listed on the Avionics Test Equipment Index listing that AVN-330 no longer has the need to support.

(e) Establishing, maintaining and coordinating calibration intervals through the MRB for precision measuring and test equipment.

NOTE: All requests for new, replacement or deletion of equipment will be coordinated with AVN-330 to ensure that the necessary maintenance information is obtained and equipment inventory records are revised.

(3) The Engineering Branch, AVN-340, is responsible for:

(a) Providing assistance to AVN-330, as requested, in determining test equipment requirements and equivalency, developing calibration procedures and providing other technical assistance as may be necessary.

(b) Developing, validating and maintaining master copies of all Automatic Test Equipment (ATE) software.

(c) Maintaining a software configuration control manual TI 4160.1-6-1 for ATE software.

F. CALIBRATION PROCEDURES

The test equipment calibration procedures are contained in TI 4150 and TI 4160 series technical issuances. If additional guidance is needed, AVN-340 assistance may be obtained.

G. TEST EQUIPMENT EQUIVALENCY PROCESS

The Base Maintenance Branch, AVN-330, with the assistance of the Engineering Branch, AVN-340, as necessary, and/or designees may determine test equipment equivalency by accomplishing the following:

(1) Comparing equipment specifications of proposed substitute to the required equipment manufacturer's recommendations.

(2) Determine that the proposed substitute is capable of performing all required test and can check all required parameters of the unit under test with equivalent results.

(3) Notifying AVN-328 whenever substitutions are made.

H. USERS

Each person using calibrated test equipment shall check that the item:

(1) Is identified by serial number.

(2) Has a current calibration label attached and the equipment is in serviceable condition. (VN Form 4100-204-1(green) or VN Form 4100-204-3 (blue)).

(3) Is removed from service and tagged, VN Form 4100-301, as unserviceable whenever the item is subjected to conditions that may adversely affect accuracy or if calibration is not current. The unserviceable condition will be annotated in the Removed Part Data Section, VN Form 4100-301.

(4) Has been properly protected during shipment.

(5) Is used properly and when not in use, is stored in such a way that the accuracy is maintained.

(6) Is used in a suitable environmental condition so as not to affect the accuracy.

(7) Is appropriate for the application by comparing performance specifications of the test equipment to the requirements of the applications.

(8) Is using appropriate software as defined in software configuration control manual TI 4160.1-6-1 or applicable TI manual (ATE).

(9) Is turned in to the Test Equipment Shops at the required calibration intervals.

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CHAPTER V. CORRECTIVE ACTION

1. RESPONSIBILITIES

A. MANAGER, QUALITY ASSURANCE BRANCH, AVN-320

Responsible for oversight and management of AVN's Certified Repair Station Corrective Action Process.

B. QUALITY CONTROL SECTION, AVN-324

Responsibilities of AVN's Certified Repair Station Corrective Action Process is:

(1) Deficiency investigation.

(2) Validation of all investigation results.

*(3) Tracking and analyzing of corrective actions to ensure corrective action was effective and processed in a timely manner.

(4) Making recommendations to the Division/Accountable Manager and ensuring implementation of resultant corrective action improvements.

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CHAPTER V. CORRECTIVE ACTION

2. DEFICIENCY INVESTIGATION

A. DEFICIENCY INVESTIGATION PROCESS

*(1) AVN-324 Quality Control Personnel determine if a Corrective Action investigation is required. When determined to be a Corrective Action issue, AVN-324 will initiate a Corrective Action Report by completing VN Form 4100-26 and entering the data into the AVN-300 Audit Tracking Program.

(2) The Division/Accountable Manager will determine the appropriate course of action, document recommendations/information and forward the required action to the appropriate Branch.

(3) If the deficiency was found prior to approval for return to service, then the item will be reworked in accordance with the applicable maintenance manual.

(4) If the deficiency was found after approval for return to service, then the CHDO and customer will be notified and any unairworthy product will be recalled.

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CHAPTER V. CORRECTIVE ACTION

3. VALIDATION OF INVESTIGATION RESULTS

A. DATA ANALYSIS PROCESS

(1) Quality Control Section, or its designee, shall conduct the analysis. The analysis process includes, but is not limited to, the following:

(a) Needed changes in maintenance practices.

(b) Needed changes in program procedures.

(c) Needed changes in organization or process.

(2) The Quality Control Section will:

(a) Determine the need for deficiency prevention/intervention.

(b) Recommend prevention/intervention strategies to AVN-300.

(c) Accomplish follow-up review of AVN-300 actions to determine their effectiveness.

B. VALIDATION PROCESS PROCEDURES

(1) The Quality Control Section will:

(a) Review and validate all data collected during the investigation.

(b) Determine what factors contributed to the deficiency.

(c) Confirm the findings to determine the scope and severity of the deficiency.

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4. IMPLEMENTATION OF PREVENTION/INTERVENTION STRATEGIES

A. The Quality Control Section lists recommendations for corrective action improvements on the corrective action report. These recommendations are presented to the AVN-300 Division/Accountable Manager.

B. The Division/Accountable Manager formally evaluates the recommendations for significance, priority, cost effectiveness, and establishes appropriate prevention/intervention strategies as warranted.

C. The Quality Control Section is responsible to ensure the prevention/intervention strategies are implemented.

D. Results of each Corrective Action Report will be maintained in the Quality Control Section, AVN-324.

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5. PROGRAM MEASUREMENT

A. As prevention/intervention strategy actions are completed, the processes for measuring program effectiveness will be based on a pre-implementation baseline and current data comparison.

*B. Measurement data will be acquired and tracked by the Quality Control Section, using the Corrective Action Reports and Audit Tracking Program.

C. The Quality Control Section will monitor performance to determine if the actions implemented are effective in correcting the specific deficiencies.

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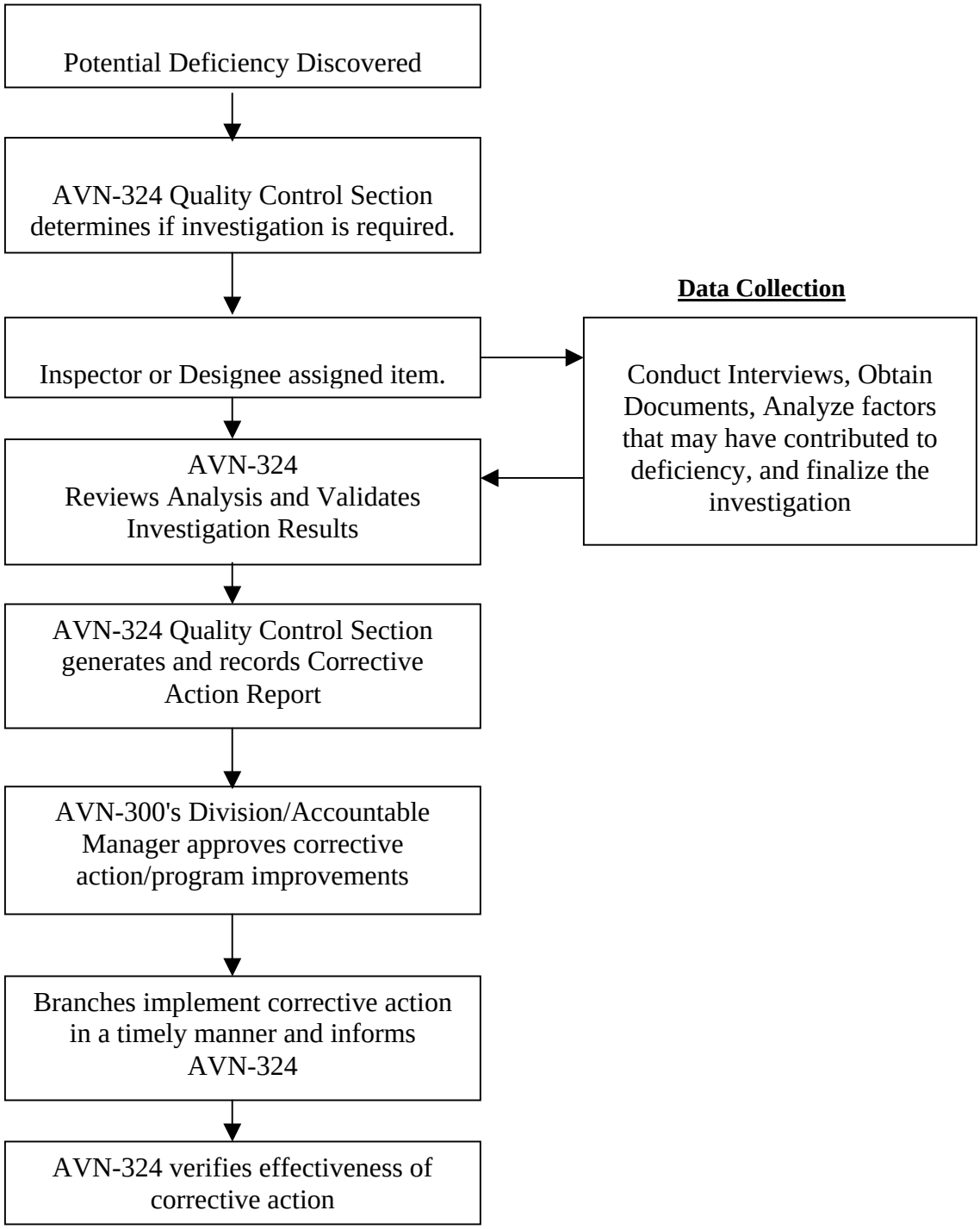
6. INVESTIGATION FLOW CHART



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CHAPTER VI. INSPECTION PERSONNEL

1. GENERAL

Inspection personnel are required to be familiar with all inspection methods, techniques and equipment used in their specialty to determine airworthiness of an article undergoing maintenance, repair or alteration. All inspection personnel must maintain proficiency in the use of various types of inspection aids to be used for inspection of the particular items undergoing inspection. Available to all inspection personnel are current specifications involving inspection tolerances, limits and procedures as set forth by the manufacturer of the product undergoing inspection, including other forms of inspection criteria such as FAA airworthiness directives, manufacturers' bulletins, etc. Files of maintenance manuals, engineering orders, service letters, FAA Regulations, etc., are maintained in the inspection office.

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CHAPTER VI. INSPECTION PERSONNEL

2. REQUIREMENTS

*1. Inspection personnel are required to be familiar with the applicable regulations and to be proficient at inspecting the articles they are assigned to inspect.

(1) Inspectors will maintain their proficiency through formal training and on the job training.

*(2) Training records will indicate the method, length, instructor and date of training using Individual Training Record, VN Form 4100-61 and Employee Summary, VN Form 4100-46.

(3) AVN-320 will ensure the inspector's training records are current.

(4) The Special Authorization list will indicate inspectors authorized approval for return to service.

2. Inspection personnel assigned to repair station operations are required to familiarize themselves with FAA Regulations applicable to such operations with particular emphasis on the following:

(1) FAR Part 21 - Certification Procedures for Products and Parts.

(2) FAR Part 23 - Airworthiness Standards: Normal, Utility, Acrobatic and Commuter Category Airplanes.

(3) FAR Part 25 - Airworthiness Standards: Transport Category Airplanes.

(4) FAR Part 39 - Airworthiness Directives.

(5) FAR Part 43 - Maintenance, Preventative Maintenance, Rebuilding and Alteration.

(6) FAR Part 45 - Identification and Registration Marking.

(7) FAR Part 65 - Certification: Airmen Other Than Flight Crewmembers.

(8) FAR Part 91 - General Operating and Flight Rules.

(9) FAR Part 135, Operating Requirements: Commuter and On-Demand Operations.

(10) FAR Part 145 - Repair Stations.

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1.	ESTABLISHING AND MAINTAINING TECHNICAL DATA		2.VII.1.1
	A.	Revising and Maintaining Technical Data	2.VII.1.1
	B.	Maintain Master Library	2.VII.1.1
	C.	Computer Generated Checklist	2.VII.1.1
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CHAPTER VII. TECHNICAL DATA

1. ESTABLISHING AND MAINTAINING TECHNICAL DATA

A. REVISING AND MAINTAINING TECHNICAL DATA

The Quality Control Branch, AVN-320, is responsible for revising and maintaining all technical data.

B. MAINTAIN MASTER LIBRARY

AVN-320 will maintain a master library of manufacturer manuals that are used as a basis for the manual system.

C. COMPUTER GENERATED CHECKLIST

The Program Standards Section, AVN-328, will make available a computer generated checklist which will list all authorized publications, including the change number and date. The checklist is used to determine if the manual is current and can be obtained on the Electronic Maintenance Library at web site "http://avn.faa.gov/index.asp?xml=fimo/eml".

D. DISTRIBUTION

AVN-320 will distribute all manual revisions through normal distribution processes.

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CHAPTER VIII.	**QUALIFYING AND SURVEYING NON-CERTIFICATED PERSONS**	**VOLUME/CHAPTER/ SECTION/PAGE**
1.	GENERAL	2.VIII.1.1

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CHAPTER VIII. QUALIFYING AND SURVEYING NON-CERTIFICATED PERSONS

1. GENERAL

A. Any maintenance function pertaining to an article contracted to a non-certificated person or facility must meet the following conditions:

(1) The function must be approved by the Certificate Holding District Office (CHDO).

(2) The non-certificated person must be qualified to perform the function.

(3) The non-certificated person must follow a quality control system equivalent to this Repair Station. This may be accomplished by having a repair station inspector or designee onsite at the non-certified facility.

(4) This Repair Station must be directly in charge of the work being performed.

(5) This Repair Station verifies by testing and/or inspecting that the work has been performed satisfactorily and the article is airworthy before approving it for return to service.

(6) The non-certificated person/facility must agree to allow the FAA to inspect or observe work while it is being performed on any articles for this Repair Station.

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	A. Instructions for completion of Form	3.I.1.1
	B. FAA Form 337	3.I.1.2-3.I.1.3
2.	MALFUNCTION OR DEFECT REPORT, FAA FORM 8010-4	3.I.2.1
	A. Instruction for Completion of Form	3.I.2.1-3.I.2.3
	B. FAA Form 8010-4	3.I.2.4
3.	SUSPECTED UNAPPROVED PARTS NOTIFICATION, FAA FORM 8120-11	3.I.3.1
	A. Instructions for Completion of Form	3.I.3.1-3.I.3.2
	B. Completed Forms Disposition	3.I.3.2
	C. FAA Form 8120-11	3.I.3.3
4.	AIRWORTHINESS APPROVAL TAG, FAA FORM 8130-3	3.I.4.1
	A. Instructions for Completion of Form	3.I.4.1-3.I.4.2
	B. FAA Form 8130-3	3.I.4.3
*5.	WORK ORDER FORM (ELECTRONIC DATABASE), VN FORM 4100-18	3.I.5.1
	A. Instructions for Completion of Form	3.I.5.1
	*B. VN Form 4100-18	3.I.5.2
*6.	SHIPPING REQUEST (ELECTRONIC DATABASE), VN FORM 4100-18-1	3.I.6.1
	*A. Instructions for Completion of Form	3.I.6.1
	*B. VN Form 4100-18-1	3.I.6.2

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	B. VN Form 4100-21	3.I.7.2
*8.	AUDIT CORRECTIVE ACTION REPORT, VN FORM 4100-26	3.I.8.1
	A. Instructions for Completion of Form	3.I.8.1
	B. VN Form 4100-26	3.I.8.2
*9.	MASTER NONROUTINE INDEX, VN FORM 4100-27	3.I.9.1
	A. Instructions for Completion of Form	3.I.9.1
	B. VN Form 4100-27	3.I.9.2
*10.	EMPLOYEE SUMMARY FORM, VN FORM 4100-46	3.I.10.1
	A. Instructions for Completion of Form	3.I.10.1
	B. VN Form 4100-46	3.I.10.2
*11.	ON-THE-JOB TRAINING CERTIFICATION, VN FORM 4100-60	3.I.11.1
	A. Instructions for Completion of Form	3.I.11.1
	B. VN Form 4100-60	3.I.11.2
*12.	INDIVIDUAL TRAINING RECORD, VN FORM 4100-61	3.I.12.1
	A. Instructions for Completion of Form	3.I.12.1
	B. VN Form 4100-61	3.I.12.2-3.I.12.7
*13.	RECORD OF CHANGES, VN FORM 4100-65	3.I.13.1
	A. Instructions for Completion of Form	3.I.13.1
	B. VN Form 4100-65	3.I.13.2
*14.	RECORD OF CHANGES-CONTINUATION SHEET, VN FORM 4100-65-1	3.I.14.1
	A. Instructions for Completion of Form	3.I.14.1
	B. VN Form 4100-65-1	3.I.14.2

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A. Instructions for Completion of Form	3.I.15.1
B. VN Form 4100-71	3.I.15.2
*16. ENGINE RELEASE, VN FORM 4100-73	3.I.16.1
A. Instructions for Completion of Form	3.I.16.1-3.I.16.2
B. Disposition of Form	3.I.16.2
C. VN Form 4100-73	3.I.16.3
*17. PROPELLER RELEASE, VN FORM 4100-74	3.I.17.1
A. Instructions for Completion of Form	3.I.17.1
B. Disposition of Form	3.I.17.2
C. VN Form 4100-74	3.I.17.3
*18. AIRFRAME RELEASE, VN FORM 4100-75	3.I.18.1
A Instructions for Completion of Form	3.I.18.1-3.I.18.3
B. Disposition of Form	3.I.18.3
C. VN Form 4100-75	3.I.18.4
*19. AIRCRAFT GROUND OPERATOR QUALIFICATION/ PROFICIENCY CHECK, VN FORM 4100-88	3.I.19.1
A. Instructions for Completion of Form	3.I.19.1
B. VN Form 4100-88	3.I.19.2
*20. PROCEDURES FOR WORK ORDER, VN FORM 4100-145	3.I.20.1
A. Instructions for Completion of Form	3.I.20.1-3.I.20.3
B. VN Form 4100-145	3.I.20.4
*21. PROCEDURES FOR WORK ORDER CONTINUATION SHEET, VN FORM 4100-145-1	3.I.21.1
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B. VN Form 4100-145-1	3.I.21.2

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B. Instructions for Completion of Form	3.I.22.1
C. Disposition	3.I.22.1
D. VN Form 4100-154	3.I.22.2
*23. NON-ROUTINE WORK, VN FORM 4100-155	3.I.23.1
A. Instructions for Completion of Form	3.I.23.1-3.I.23.2
B. VN Form 4100-155	3.I.23.3
*24. REQUEST FOR ACTION, VN FORM 4100-170	3.I.24.1
A. Instructions for Completion of Form	3.I.24.1-3.I.24.2
B. VN Form 4100-170	3.I.24.3
*25. AVN TEST EQUIPMENT DECAL, VN FORM 4100-204-1 (Green)	3.I.25.1
A. Instructions for Completion of Form	3.I.25.1
B. VN Form 4100-204-1	3.I.25.2
*26. AVN TEST EQUIPMENT DECAL, VN FORM 4100-204-3 (Blue)	3.I.26.1
A. Instructions for Completion of Form	3.I.26.1
B. VN Form 4100-204-3	3.I.26.2
*27. AVN TEST EQUIPMENT DECAL, VN FORM 4100-204-4 (Orange)	3.I.27.1
A. Instructions for Completion of Form	3.I.27.1
B. VN Form 4100-204-4	3.I.27.2
*28. PART 1 SERVICEABLE PART TAG and PART 2 REPAIRABLE PART TAG, VN FORM 4100-301	3.I.28.1
A. Instructions for Completion of Form	3.I.28.1-3.I.28.2
B. VN Form 4100-301	3.I.28.3

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*29. CONDEMNED PART TAG, VN FORM 4100-302 (Red)	3.I.29.1
A. Instructions for Completion of Form	3.I.29.1
B. VN Form 4100-302	3.I.29.2

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CHAPTER I. FORMS

0. FORMS AND REPORTS NUMERICAL INDEX

*The Table of Contents for Volume 3 provides a numerical index of pertinent FAA and VN forms approved for use in the maintenance of AVN and other customer aircraft.

*Forms can also be obtained on the FAA Electronic Document System (FEDS) Intranet web site "http://feds.faa.gov" or electronically linked via the associated manual.

Suggested changes to existing forms or new requirements will be recommended to the appropriate OPR for action. The OPR will then submit the request to the Program Standards Section, AVN-328, for implementation.

OPR's are responsible for the distribution, ordering and stocking of assigned forms.

*

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CHAPTER I. FORMS

1. MAJOR REPAIR AND ALTERATION, FAA FORM 337

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block 1: Information to complete this block will be found on the aircraft manufacturer's identification plate. "N" number is self-explanatory.

Block 2: Enter the name and address as shown on Certificate of Aircraft Registration, AC Form 8050-3.

Block 3: Leave Blank.

Block 4: Identify the airframe, power plant, propeller, or appliance repaired or altered, as shown.

Block 5: Enter a check mark in the appropriate column to indicate if the unit was repaired or altered.

Block 6:

"A" - Enter name and address of who accomplished the alteration or repair, as shown on the repair stations certificate.

"B" - Enter a check mark in Certificated Repair Station column.

"C" - Enter Repair Station Certificate Number.

"D" - Sign and date by appropriate maintenance supervisor/Quality Control Inspector.

Block 7: Enter check mark in APPROVED block and in Repair Station column. Enter Repair Station Certificate number, sign and date authorized by Quality Assurance Specialist.

Block 8:Enter only EO number and title and STC number, if applicable.

NOTE: Multiple EO numbers can be listed

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B. MAJOR REPAIR AND ALTERATION, FAA Form 337 (FRONT)

U.S. Department of Transporation Federal Aviation Administration	**MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller or Appliance)**	Form Approved OMB No. 2120-0020 **For FAA Use Only** Office Identification

INSTRUCTIONS: Print or type all entries. See FAR 43.9, FAR 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. 1421). Failure to report can result in a civil penalty not to exceed $1,000 for each such violation (Section 901 Federal Aviation Act of 1958).

1. Aircraft	Make	Model
	Serial No.	Nationality and Registration Mark
2. Owner	Name *(As shown on registration certificate)*	Address *(As shown on registration certificate)*

3. For FAA Use Only

4. Unit Identification				**5. Type**	
Unit	Make	Model	Serial No.	Repair	Alteration
AIRFRAME	**********(As described in Item 1 above)**********				
POWERPLANT					
PROPELLER					
APPLIANCE	Type / Manufacturer				

6. Conformity Statement

A. Agency's Name and Address	B. Kind of Agency	C. Certificate No.
	☐ U. S. Certificated Mechanic ☐ Foreign Certificated Mechanic ☐ Certificated Repair Station ☐ Manufacturer	

D. I certify that the repair and/or alteration made to the unit(s) identified in Item 4 above and described on the reverse or attachments hereto have been made in accordance with the requirements of Part 43 of the U.S. Federal Aviation Regulations and that the information furnished herein is true and correct to the best of my knowledge.

Date	Signature of Authorized Individual

7. Approval for Return to Service

Pursuant to the authority given persons specified below, the unit identified in item 4 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is ☐ APPROVED ☐ REJECTED

BY							Other *(Specify)*
	☐	FAA Flt. Standards Inspector	☐	Manufacturer	☐	Inspection Authorization	
	☐	FAA Designee	☐	Repair Station	☐	Person Approved by Transport Canada Airworthiness Group	

Date of Approval or Rejection	Certificate or Designation No.	Signature of Authorized Individual

FAA form 337 (4-87)

B. MAJOR REPAIR AND ALTERATION, FAA Form 337 (REVERSE)

NOTICE

Weight and balance or operating limitation changes shall be entered in the appropriate aircraft record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirements.

8. Description of Work Accomplished

(If more space is required, attach additional sheets. Identify with aircraft nationality and registration mark and date work completed.)

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CHAPTER I. FORMS

2. MALFUNCTION OR DEFECT REPORT, FAA FORM 8010-4

A. INSTRUCTION FOR COMPLETION OF FORM

(1) Oper. Control No.: Not applicable.

(2) ATA Code: Not applicable..

(3) Block 1 - A/C REG. NO.: N - Enter the complete registration number.

(4) Block 2 - AIRCRAFT:

(a) MANUFACTURER: Enter the aircraft manufacturer's name.

(b) MODEL/SERIES: Enter aircraft model as per aircraft data plate.

(c) SERIAL NUMBER: Enter serial number assigned by the manufacturer.

(5) Block 3 - POWERPLANT:

(a) MANUFACTURER: Enter the engine manufacturer's name.

(b) MODEL/SERIES: Enter engine model as identified on the engine data plate.

(c) SERIAL NUMBER: Enter the serial number assigned by the engine manufacturer.

(6) Block 4 - PROPELLER:

(a) MANUFACTURER: Enter the propeller manufacturer's name.

(b) MODEL/SERIES: Enter propeller model as identified on the propeller data specification.

(c) SERIAL NUMBER: Enter serial number assigned by the propeller manufacturer.

(7) Block 5 - SPECIFIC PART (of component) CAUSING TROUBLE:

(a) PART NAME: Enter the name of the specific part causing the problem.

(b) MFG. MODEL OR PART NO.: Enter the manufacturer's part number.

(c) SERIAL NO.: Enter the serial number assigned by the manufacturer.

(d) PART/DEFECT LOCATION: Enter the location.

(8) Block 6 - APPLIANCE/COMPONENT (Assembly that includes part)

(a) COMP/APPL NAME: Enter the manufacturer's nomenclature.

(b) MANUFACTURER: Enter the manufacturer's name.

(c) MODEL OR PART NO.: Enter manufacturer's model or part number.

(d) SERIAL NUMBER: Enter manufacturer's assigned serial number.

(e) PART TT: Enter the service time of the part in whole hours.

(f) PART TSO: Enter the service time of the part since it was last overhauled, in whole hours.

(g) PART CONDITION: Enter the narrative that best describes the part condition.

(9) Block 7 - DATE SUB:

(a) DATE SUB: Enter the date of submission (month, day, year).

(10) Block 8 - COMMENTS:

(a) COMMENTS: (Describe the malfunction or defect and the circumstance under which it occurred, state probable cause, and recommendations to prevent recurrence.): Self-explanatory

(b) OPTIONAL INFORMATION: Check appropriate box and enter date of accident or incident (month, day, year).

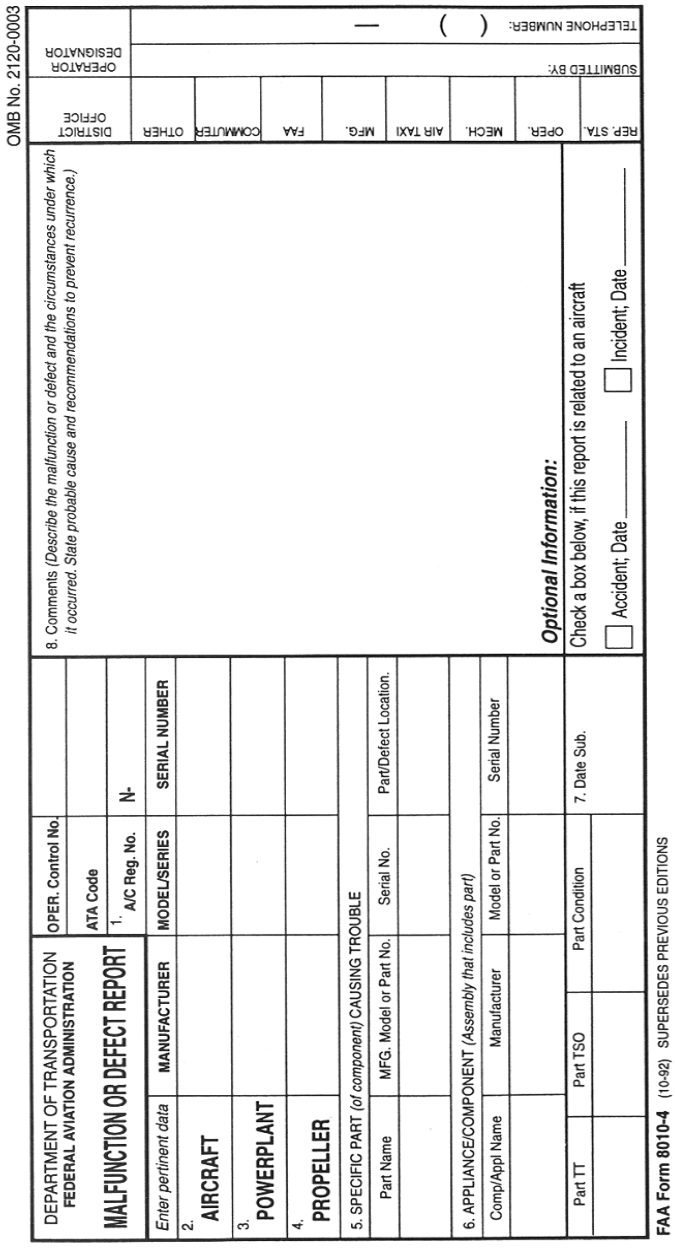
(c) DISTRICT OFFICE: Enter Flight Standard District Office code.

(d) SUBMITTED BY: Enter name and certificate number of the person submitting the report.

(e) TELEPHONE NUMBER: Enter the telephone number of the person submitting the report.

(f) OPERATOR DESIGNATOR: Enter four-letter designator assigned by the FAA.

B. MALFUNCTION OR DEFECT REPORT, FAA Form 8010-4



OMB No. 2120-0003

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

MALFUNCTION OR DEFECT REPORT

OPER. Control No.

ATA Code

1. A/C Reg. No. N-

Enter pertinent data	MANUFACTURER	MODEL/SERIES	SERIAL NUMBER
2. AIRCRAFT			
3. POWERPLANT			
4. PROPELLER			

5. SPECIFIC PART *(of component)* CAUSING TROUBLE

Part Name	MFG. Model or Part No.	Serial No.	Part/Defect Location.

6. APPLIANCE/COMPONENT *(Assembly that includes part)*

Comp/Appl Name	Manufacturer	Model or Part No.	Serial Number

Part TT	Part TSO	Part Condition	7. Date Sub.

8. Comments *(Describe the malfunction or defect and the circumstances under which it occurred. State probable cause and recommendations to prevent recurrence.)*

Optional Information:

Check a box below, if this report is related to an aircraft

☐ Accident; Date _____ ☐ Incident; Date _____

DISTRICT OFFICE: OTHER | COMMUTER | FAA | MFG. | AIR TAXI | MECH. | OPER. | REP. STA.

OPERATOR DESIGNATOR

SUBMITTED BY:

TELEPHONE NUMBER: ( ) —

FAA Form 8010-4 (10-92) SUPERSEDES PREVIOUS EDITIONS

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CHAPTER I. FORMS

3. SUSPECTED UNAPPROVED PARTS NOTIFICATION, FAA FORM 8120-11

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block 1: Record the date the suspect part was discovered.

Block 2: Provide the part name or description of the suspected unapproved part.

Block 3: Provide the part number or identification number on the part.

Block 4: Provide the serial number of the part, if applicable.

Block 5: Provide the quantity of suspect parts.

Block 6: Provide the assembly name and assembly number (where the part was or could be installed).

Block 7: Identify what type of aircraft the part was (or could be) installed on.

Block 8: Provide the complete name and address of the company or person(s) who last supplied or repaired the suspect part. Please do not provide a PO Box address, unless this is all you have. Check the appropriate box to designate the type of company. Please provide the certificate number in the space provided, if known.

Block 9: Provide a brief description of the suspect part (discoloration, suspect marking, different material, etc.) and provide a narrative stating why you feel the part is not approved. Provide as much detail as necessary to enable an inspector to determine the status of the part.

Block 10: Provide the complete name and address of the company (or person) where the suspect part was found. Check the appropriate block to reflect the affiliation of the person/company who discovered the part.

Block 11: Record the date the Form 8120-11 is being completed and submitted.

Block 12: Provide the name, address and phone number of the person who is reporting the suspect part. This information is necessary in case the FAA needs to get in touch with the reporter for more information.

Block 13: If you want your name to remain confidential, please check this block.

Block 14: If you do not wish to receive a letter acknowledging receipt of the Form 8120-11 by the FAA, please check this block.

Block 15: If you have provided additional information, photos, parts listing, etc., please check this block.

B. COMPLETED FORMS DISPOSITION

MAIL TO:

FAA Suspected Unapproved Parts (AVR-20)
13873 Park Center Road, Suite 165
Herndon, VA 20171
Phone: 703-668-3720
Fax: 703-481-3002

C. SUSPECTED UNAPPROVED PARTS NOTIFICATION, FAA Form 8120-11

OMB Approved: 2120-0552

SUSPECTED UNAPPROVED PARTS NOTIFICATION

Use the continuation sheet on page 3 to report multiple parts

1. Date Part Was Discovered:		**2. Part Name:**
3. Part Number:		**4. Part Serial Number:**
5. Quantity:	**6. Assembly Name:** **Assembly Number:**	**7. Aircraft Make & Model:**

8. Name, Address, and Description of Company or Person(s) Who Supplied or Repaired the Part:

Name:		**Street Address:**
City:	**State:**	**Zip:**
Country:		**Phone Number:**

Check One of the Following Applicable to the Person Who Supplied or Repaired the Part:

☐ **Manufacturer**	☐ **Repair Station #**
☐ **Supplier**	☐ **Air Carrier #**
☐ **Distributor**	☐ **Other**
☐ **FAA Production Approval Holder**	☐ **Owner Operator**

9. Description of Event: (Include why you think the part(s) is not approved.)

10. Name and Location of Company or Person(s) Where the Part Was Discovered :

Name:		**Street Address:**
City:	**State:**	**Zip:**
Country:		**Phone Number:**

Check One of the Following Applicable to the Person Who Discovered the Part:

☐ **Air Carrier #**	☐ **FAA Inspector**
☐ **Mechanic**	☐ **DOT/Office of Inspector General**
☐ **Repair Station #**	☐ **Defense Criminal Investigation Service**
☐ **Distributor**	☐ **Other Government Agency**
☐ **Supplier**	☐ **Foreign Civil Aviation Authority**
☐ **Production Approval Holder**	☐ **Other**
☐ **Unknown**	☐ **Owner Operator**

11. Date of This Report:

12. Name and Address of Reporter:

Name:		**Street Address:**
City:	**State:**	**Zip:**
Country:		**Phone Number:**

13. ☐ **Check here if you want your identity to be kept confidential.**
14. ☐ **Check here if you do not wish to receive an acknowledgment letter.**
15. ☐ **Check here if you have attached additional information.**

FAA Form 8120-11 (6/2001) Supersedes previous edition **Local reproduction authorized**

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

***VOLUME 3**

CHAPTER I. FORMS

4. AIRWORTHINESS APPROVAL TAG, FAA FORM 8130-3

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block 1: Approving National Aviation Authority/Country, FAA/United States.

Block 2: Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag. (Preprinted)

Block 3: Enter the Tracking Number established by our numbering system.

Block 4: Enter name and address of organization.

Block 5: Fill in the work order number, contract number, invoice number related to the shipment list or maintenance release authorization number, and state the number of pages attached to the form, including dates, if applicable.

Block 6: A single item number of multiple item numbers may be used for the same part number. Multiple items must be numbered in sequence.

Block 7: Enter the name or description of the product/part/appliance as shown on the design data.

Block 8: Enter each part number of the product/part/appliance.

Block 9: Cross-check eligibility with applicable technical data.

Block 10: Enter the quantity of each product/part/appliance shipped.

Block 11: Enter the serial number or equivalent on the form for each product/part/appliance shipped.

Block 12: Enter "NEW" in capital letters for newly manufactured parts and products. Enter "OVERHAULED" for those products that have been overhauled. Only one term may be entered in Block 12, which should reflect the majority of the work performed. Enter "PROTOTYPE" for products/parts submitted to support type certification programs.

Block 13: Enter any information or references to support documentation necessary for the user or installer to make a final determination of airworthiness of the items listed in Block 6.

Block 14: Place a check in the "Approved design data and are in a condition for safe operation" block if the products/parts were manufactured using FAA-approved design data and found to be in a condition for safe operation.

Block 15: Place the signature of the FAA authorized representative who has the authority to perform this function on behalf of the FAA.

Block 16: Enter the approval/authorization number of the authorized representative identified in Block 15.

Block 17: Enter the typed or printed name of the authorized representative whose signature appears in Block 15.

Block 18: Enter the date Form 8130-3 is signed and the airworthiness or conformity determination is made.

Block 19: Check the appropriate box indicating which regulations apply to the completed work.

Block 20: Signature of the individual authorized by the air agency, air carrier, or manufacturer.

Block 21: Enter the air agency or air carrier certificate number.

Block 22: Enter the typed or printed name of the authorized representative whose signature appears in Block 20.

Block 23: Enter the date Form 8130-3 is signed and the product/part/appliance is approved for return to service.

.

B. AIRWORTHINESS APPROVAL TAG, FAA Form 8130-3

1. Approving National Aviation Authority/Country: UNITED STATES	2.	3. Form Tracking Number:
	AUTHORIZED RELEASE CERTIFICATE FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG	
4. Organization Name and Address:		5. Work Order/Contract/Invoice Number:

6. Item:	7. Description:	8. Part Number:	9. Eligibility:*	10. Quantity:	11. Serial/Batch Number:	12. Status/Work:

13. Remarks:

14. Certifies the items identified above were manufactured in conformity to:

☐ Approved design data and are in condition for safe operation.

☐ Non-approved design data specified in Block 13.

19. ☐ 14 CFR 43.9 Return to Service ☐ Other regulation specified in Block 13

Certifies that unless otherwise specified in block 13, the work identified in Block 12 and described in Block 13 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.

15. Authorized Signature:	16. Approval/Authorization No.:	20. Authorized Signature:	21. Approval/Certificate No.:
17. Name (Typed or Printed):	18. Date:	22. Name (Typed or Printed):	23. Date (m/d/y):

User/Installer Responsibilities

It is important to understand that the existence of this document alone does not automatically constitute authority to install the part/component/assembly.

Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness accepts parts/components/assemblies from the airworthiness authority of the country specified in Block1.

Statements in Blocks 14 and 19 do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

FAA Form 8130-3 (6-01) *Installer must cross-check eligibility with applicable technical data. NSN: 0052-00-012-9005

***VOLUME 3**

CHAPTER I. FORMS

***5. WORK ORDER FORM (ELECTRONIC DATABASE), VN FORM 4100-18**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

*B. WORK ORDER FORM (ELECTRONIC DATABASE), VN FORM 4100-18

DATE:_____ **WORK ORDER FORM** CAL DUE:

ASSET NUMBER:
MFG:
MODEL:
DESCRIPTION:
SERIAL NUMBER:
TI NUMBER:

WORK ORDER #_____
INTERVAL TYPE:
INTERVAL:
CALIBRATED BY:_____
DATE ISSUED: _____

LOCATION: TEMP LOC: TO BE RETURNED TO:

CAL REMARKS

STANDARDS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REPAIR REMARKS

COST ACCOUNT_____

PRINTED ON 03/28/2002

VN Form 4100-18 (09/00) Computer Generated (METRACK)

***VOLUME 3**

CHAPTER I. FORMS

*6. SHIPPING REQUEST (ELECTRONIC DATABASE), VN FORM 4100-18-1

*A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are filled per Electronic Database system.

*B. SHIPPING REQUEST (ELECTRONIC DATABASE), VN FORM 4100-18-1

SHIPPING REQUEST

DESTINATION	
MARK FOR	
PRIORITY	
DESCRIPTION	
PART/MODEL NUMBER	
SERIAL NUMBER	
MANUFACTURER	
FED STOCK NUMBER	
ASSET NUMBER	
BAR CODE	

REQUESTED BY_____EXT._____DATE_____

VN Form 4100-18-1 (09/00) Computer Generated (METRACK)

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

***VOLUME 3**

CHAPTER I. FORMS

7. AUTHORIZATION REQUEST, VN FORM 4100-21

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block 1: Check appropriate space.

Block 2: Check appropriate space.

Block 3. Name: Enter employee name.

Block 3. Date: Enter date.

Block 3. Certificate No.: Enter FAA Airman or Repairman certificate number.

Block 3. Stamp No.: Enter employee stamp number.

Block 3. Position Title: Enter employee position title.

Block 3. I have reviewed the qualification and find the employee is qualified to perform the following: List qualified items.

Block 3. Request by: Requesting official.

Block 3. Title: Title of requesting official.

Block 3. Facility: Enter facility of application

Block 4. Approving Official Print/Type Name: Print of type name.

Block 4. Signature: Signature of approving official.

Block 4. Approval Date: Date of approval.

B. AUTHORIZATION REQUEST, VN FORM 4100-21

AUTHORIZATION REQUEST

1. [Check Appropriate Space(s)]

A.	Inspection Authority on Task Cards	☐	G.	Repair Station Roster	☐
B.	Required Inspection Item (RII)	☐	H.	Airworthiness Release	☐
C.	Airworthiness Release (QC)	☐	I.	Maintenance Release (Repair Station)	☐
D.	Receiving Inspection	☐	J.	OJT Instructor	☐
E.	Nondestructive Testing	☐	T.	Engine Run & Taxi	☐
F.	Welding	☐			

2. [Check Appropriate Space(s)]

	Aircraft Towing	Aircraft Taxi	Engine Run
Challenger	☐	☐	☐
BAe-125	☐	☐	☐
Learjet 60	☐	☐	☐
Beechcraft	☐	☐	☐

3.

Name: _____ Date: _____

Certificate No. _____ Stamp No.: _____

Position Title: _____

I have reviewed the qualification and find the employee is qualified to perform the following:

_____

_____

_____

Requested by: _____

Title: _____ Facility: _____

4.

Approving Official

Print/Type Name: _____ Signature: _____

Approval Date: _____

One copy to employee and the original to employee's supervising office.

VN Form 4100-21 (05/03)) Electronic Version

VOLUME 3

CHAPTER I. FORMS

***8. AUDIT/CORRECTIVE ACTION REPORT, VN FORM 4100-26**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

*B. AUDIT/CORRECTIVE ACTION REPORT, VN FORM 4100-26

AUDIT/CORRECTIVE ACTION REPORT

Audit Report Number:	
Type of Action: Corrective ☐ Preventive ☐ Best Practice ☐	
Type of Finding: Major Finding ☐ Minor Finding ☐ Observation ☐	
Type of Audit:	OSHA ☐
ISO ☐	ACSEP ☐
FAR Part 135 ☐	AVN-1 IEP ☐
FAR Part 145 ☐	Other ☐
Lead Auditor:	**Audit Date:**
ISO Element:	**Branch/Section Audited:**
Audit Status: Open ☐ Active ☐ Long Term ☐ Closed ☐	
Requirement/Document Number:	
Requirement:	
Finding:	

VN Form4100-26 (11/02) Supercedes previous edition. Electronic Version

VOLUME 3

CHAPTER I. FORMS

***9. MASTER NON ROUTINE INDEX, VN FORM 4100-27**

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block N-: Enter "N" number of aircraft.

Block Serial #: Enter aircraft serial number.

Block Page __ of __: Enter page number.

Block Area: Enter location of work.

Block Start Date: Enter start date.

Block End Date: Enter scheduled end date.

Block CSN: Enter consecutive sequence number.

Block Skill: Enter skill.

Block Description: Enter description of work.

Block Card Comp.: Enter signature or stamp of technician completing item.

B. MASTER NON ROUTINE INDEX, VN FORM 4100-27

MASTER NON ROUTINE INDEX

Page ____ of ____

N- ___ Serial # _____ Type of Project: _____

Start Date: _____

Area _____ End Date: _____

CSN	SKILL	DESCRIPTION	CARD COMP

VN Form 4100-27 (12/00) Electronic Version

VOLUME 3

CHAPTER I. FORMS

***10. EMPLOYEE SUMMARY FORM, VN FORM 4100-46**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

.

B. EMPLOYEE SUMMARY FORM, VN FORM 4100-46

Employee Summary Form

First Name: _____ Middle Initial: _____ Last Name: _____

Organization: _____ Title: _____

Years of experience in current work assigned: _____

Past Employment History

	Employment History (starting with most recent) (i.e. Aviace Inc., repair station, ABC Aircraft, FBO etc.)	From: (m/y)	To: (m/y)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Brief Description of your current work and inspection requirements

Example: (I am currently an electronic technician with authority to repair and return to service various types of Avionic equipment such as (VOR, TACAN, VHF, UHF, and OMEGA.)

Authorities: _____

_____

_____

	Type of Certificate	Number of Certificate	Stamp
1.			
2.			

VN Form 4100-46 (01/01) Electronic Version

VOLUME 3

CHAPTER I. FORMS

***11. ON-THE-JOB TRAINING CERTIFICATION, VN FORM 4100-60**

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block Employee: Enter employee's name.

Block Routing Symbol: Enter employee's routing symbol.

Block (DATE): Enter beginning and ending date of OJT training.

Block A. Task Card Number: Enter TASK CARD number.

Block A. Type: Enter aircraft type.

Block B. ATA System: Enter ATA System.

Block B. Subsystem: Enter ATA Subsystem.

Block Type: Enter type of aircraft.

Block OJT Hours Performed: Enter number of OJT hours.

Block Designated OJT Instructor: Signature of OJT instructor.

Block Employee Acknowledgement: Signature of employee.

B. ON-THE-JOB TRAINING CERTIFICATION, VN FORM 4100-60

ON-THE-JOB TRAINING CERTIFICATION

EMPLOYEE _____ **RTG SYM** _____

ON-THE-JOB TRAINING WAS PERFORMED BY THIS EMPLOYEE _____
(DATE)

AND I CERTIFY THEIR COMPETENCY TO PERFORM THE FOLLOWING TASK:

A. TASK CARD NUMBER _____ **ON TYPE** _____ **AIRCRAFT.**

B. ATA SYSTEM _____ **OR SUBSYSTEM** _____

ON TYPE _____ **AIRCRAFT.**

OJT HOURS PERFORMED: _____

_____ _____
Designated O-J-T Instructor **Employee Acknowledgement**

VN Form 4100-60 (02/01) Electronic Version

VOLUME 3

CHAPTER I. FORMS

***12. INDIVIDUAL TRAINING RECORD, VN FORM 4100-61**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

B. INDIVIDUAL TRAINING RECORD, VN FORM 4100-61

INDIVIDUAL TRAINING RECORD

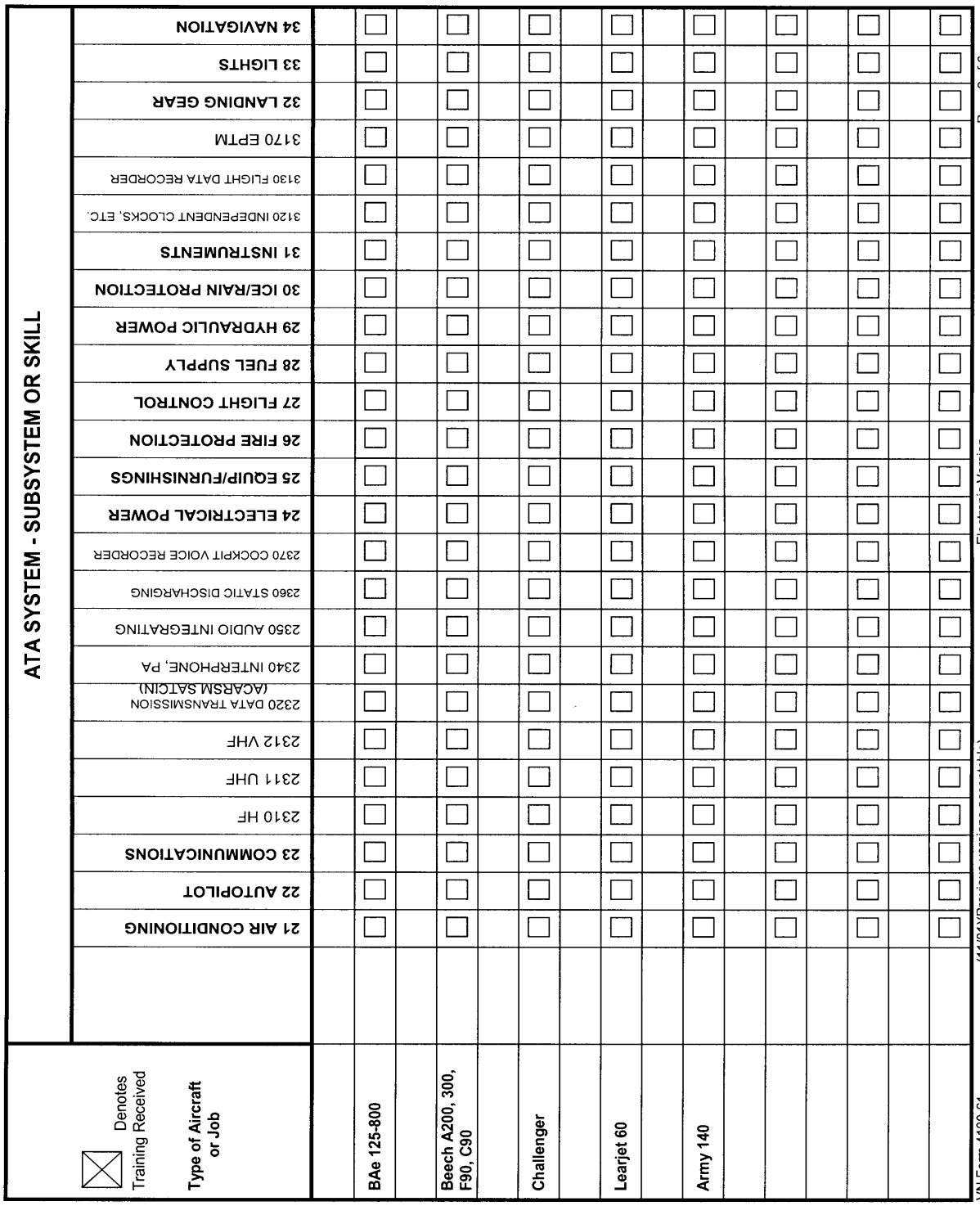
NAME _____

Electronic Version

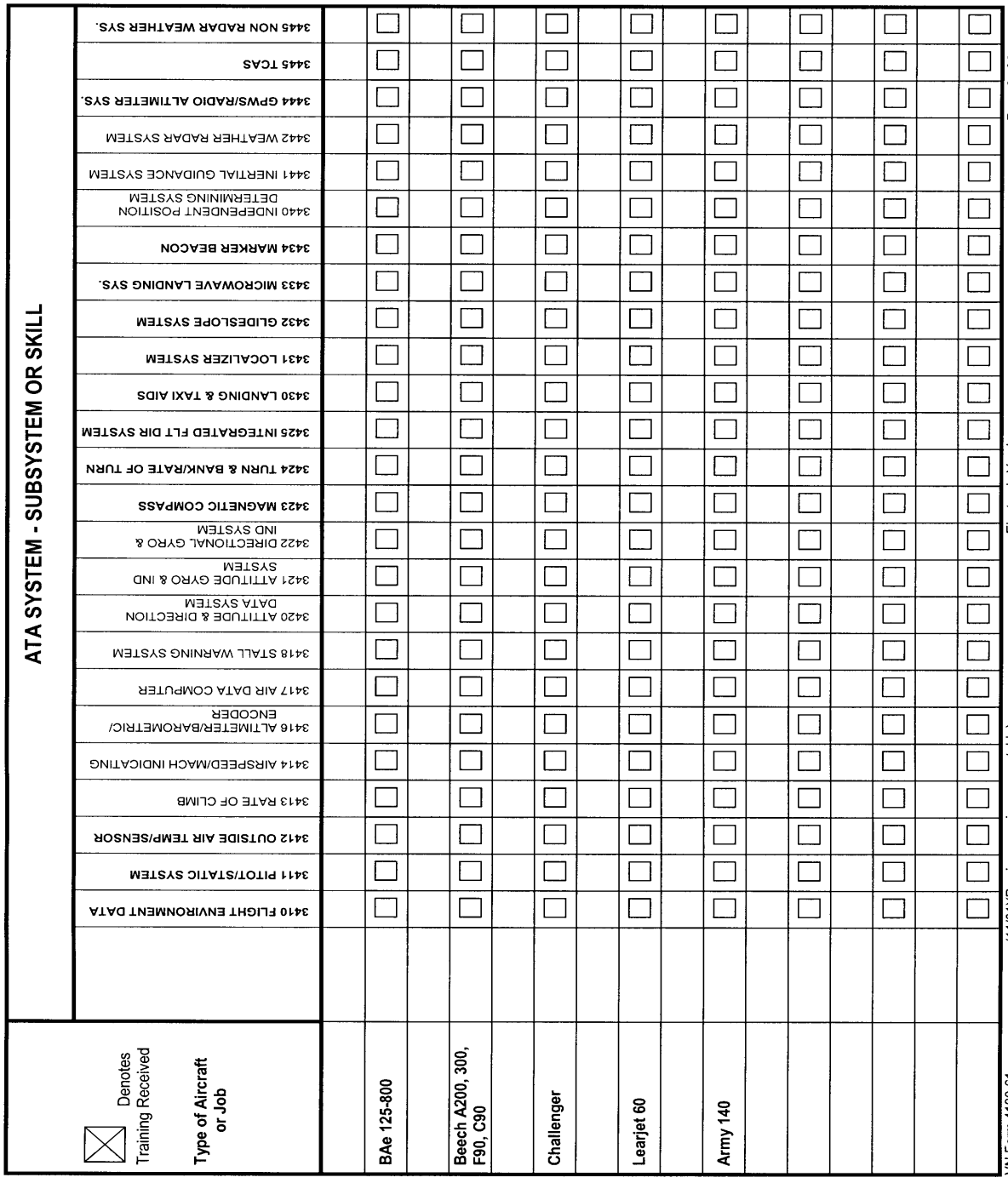
(11/01)(Previous versions acceptable)

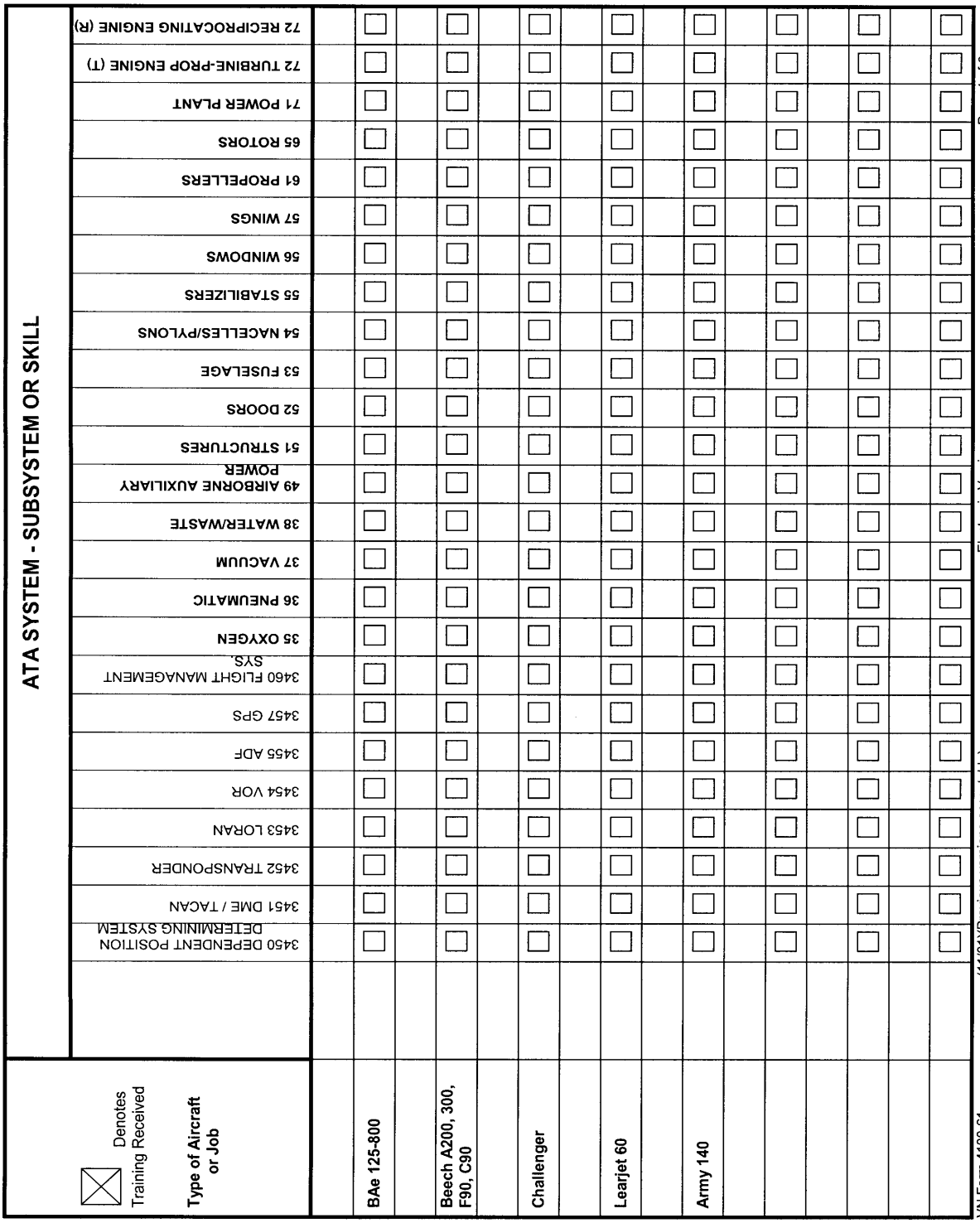
VN Form 4100-61

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL



AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC), UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

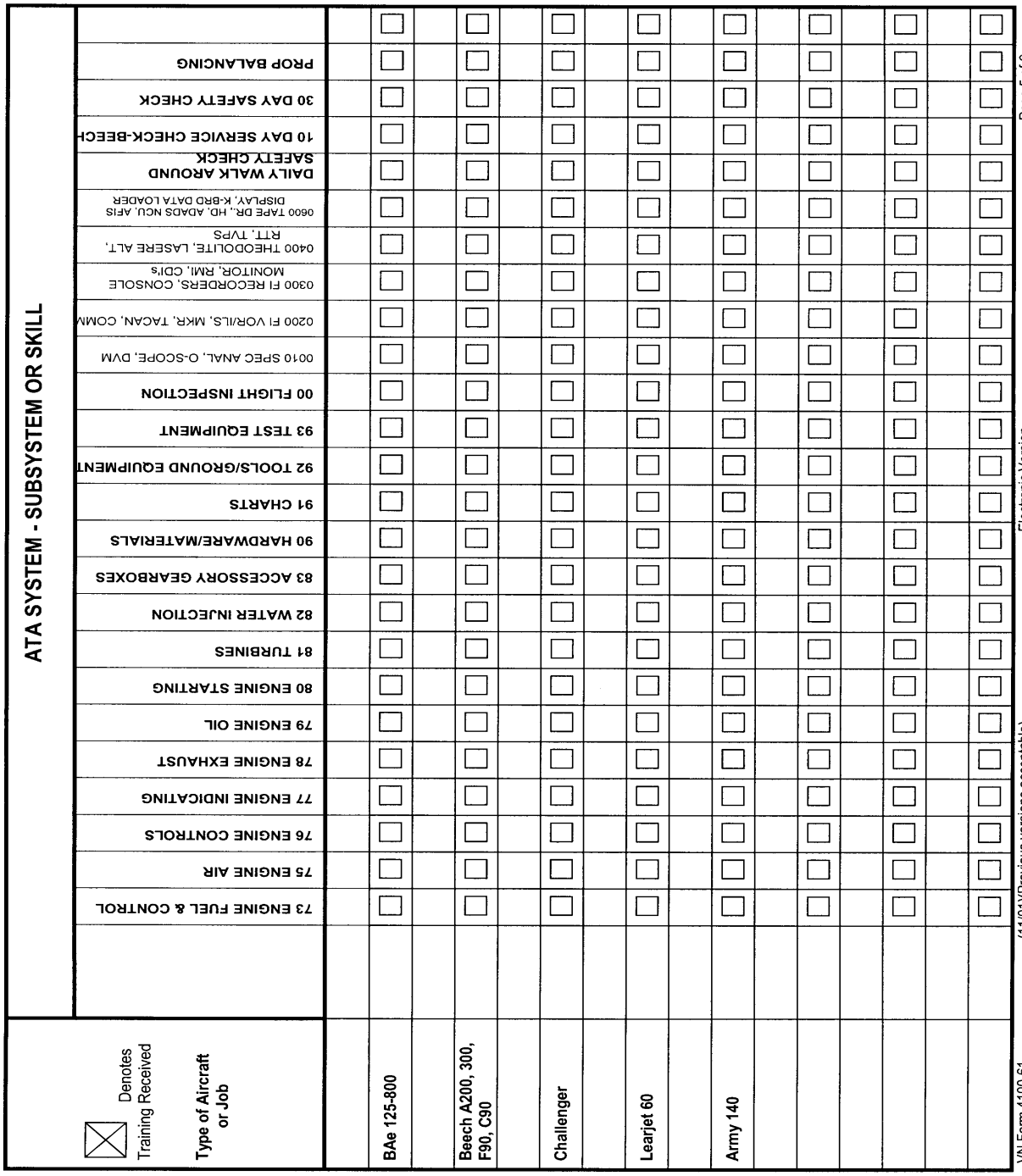


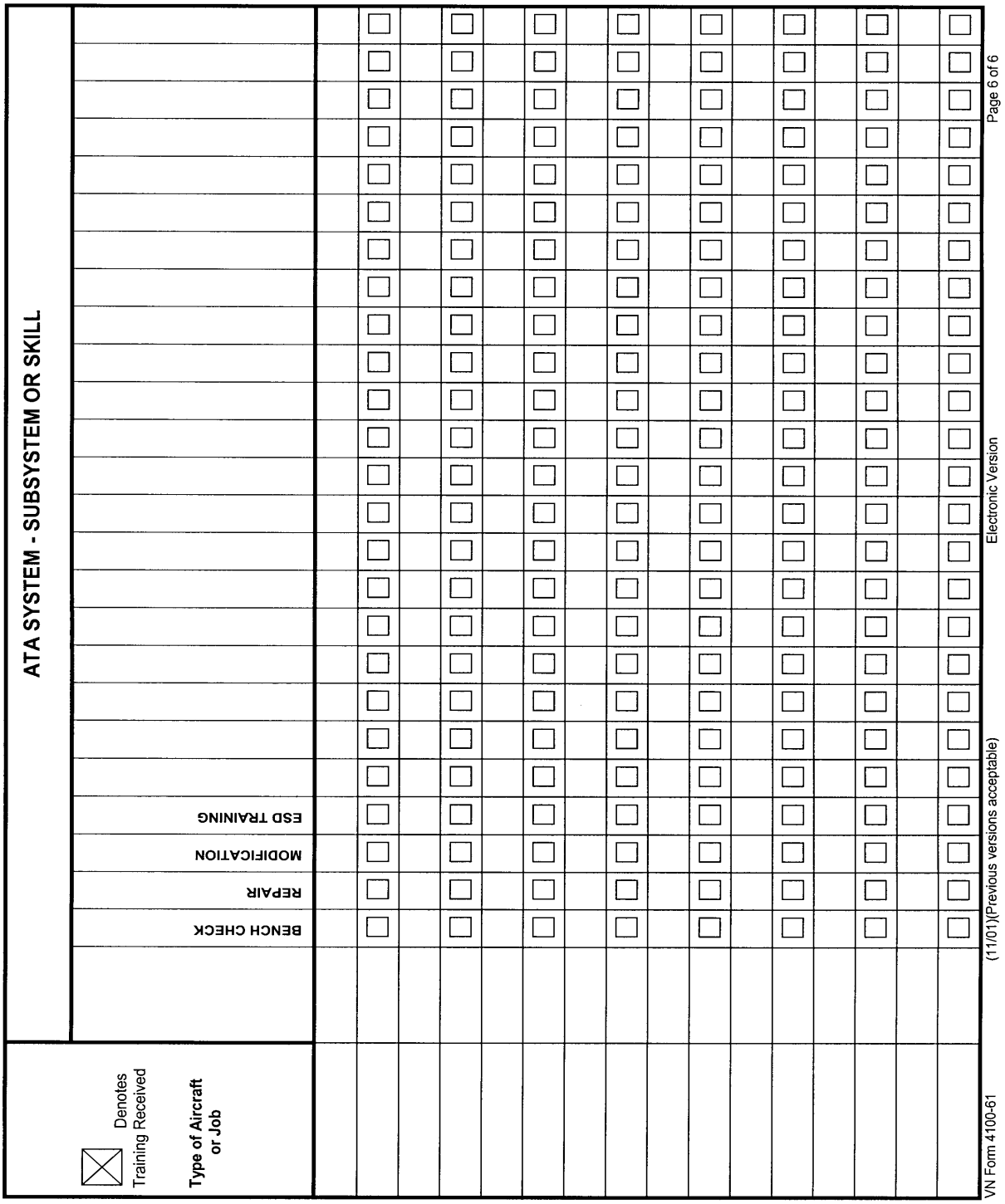


☒ Denotes Training Received — Type of Aircraft or Job	BAe 125-800	Beech A200, 300, F90, C90	Challenger	Learjet 60	Army 140						
ATA SYSTEM - SUBSYSTEM OR SKILL											
3450 DEPENDENT POSITION DETERMINING SYSTEM	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3451 DME / TACAN	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3452 TRANSPONDER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3453 LORAN	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3454 VOR	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3455 ADF	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3457 GPS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3460 FLIGHT MANAGEMENT SYS.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
35 OXYGEN	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
36 PNEUMATIC	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
37 VACUUM	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
38 WATER/WASTE	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
49 AIRBORNE AUXILIARY POWER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
51 STRUCTURES	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
52 DOORS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
53 FUSELAGE	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
54 NACELLES/PYLONS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
55 STABILIZERS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
56 WINDOWS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
57 WINGS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
61 PROPELLERS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
65 ROTORS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
71 POWER PLANT	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
72 TURBINE-PROP ENGINE (T)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
72 RECIPROCATING ENGINE (R)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

VN Form 4100-61 (11/01)(Previous versions acceptable) Electronic Version Page 4 of 6

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC), UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL




ATA SYSTEM - SUBSYSTEM OR SKILL
BENCH CHECK
REPAIR
MODIFICATION
ESD TRAINING
Type of Aircraft or Job
Denotes Training Received
Page 6 of 6
Electronic Version
(11/01)(Previous versions acceptable)
VN Form 4100-61

VOLUME 3

CHAPTER I. FORMS

***13. RECORD OF CHANGES, VN FORM 4100-65**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC), UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

B. RECORD OF CHANGES, VN FORM 4100-65

RECORD OF CHANGES DIRECTIVE NO.

Keep your directives current. After filing revised pages and removing obsolete pages, initial and date the block following the change number. Request any missing changes from your central distribution point.

CHG. NO	INITIAL	DATE	CHG. NO.	INITIAL	DATE	CHG. NO.	INITIAL	DATE	CHG. NO.	INITIAL	DATE
1			31			61			91		
2			32			62			92		
3			33			63			93		
4			34			64			94		
5			35			65			95		
6			36			66			96		
7			37			67			97		
8			38			68			98		
9			39			69			99		
10			40			70			100		
11			41			71			101		
12			42			72			102		
13			43			73			103		
14			44			74			104		
15			45			75			105		
16			46			76			106		
17			47			77			107		
18			48			78			108		
19			49			79			109		
20			50			80			110		
21			51			81			111		
22			52			82			112		
23			53			83			113		
24			54			84			114		
25			55			85			115		
26			56			86			116		
27			57			87			117		
28			58			88			118		
29			59			89			119		
30			60			90			120		

VN Form 4100-65 (02/01) Electronic Version

VOLUME 3

CHAPTER I. FORMS

***14. RECORD OF CHANGES - CONTINUATION SHEET, VN FORM 4100-65-1**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

B. RECORD OF CHANGES - CONTINUATION SHEET, VN FORM 4100-65-1

RECORD OF CHANGES
NO.

DIRECTIVE

Keep your directives current. After filing revised pages and removing obsolete pages, initial and date the block following the change number. Request any missing changes from your central distribution point.

CHG. NO	INITIAL	DATE	CHG. NO.	INITIAL	DATE	CHG. NO.	INITIAL	DATE	CHG. NO.	INITIAL	DATE
121			151			181			211		
122			152			182			212		
123			153			183			213		
124			154			184			214		
125			155			185			215		
126			156			186			216		
127			157			187			217		
128			158			188			218		
129			159			189			219		
130			160			190			220		
131			161			191			221		
132			162			192			222		
133			163			193			223		
134			164			194			224		
135			165			195			225		
136			166			196			226		
137			167			197			227		
138			168			198			228		
139			169			199			229		
140			170			200			230		
141			171			201			231		
142			172			202			232		
143			173			203			233		
144			174			204			234		
145			175			205			235		
146			176			206			236		
147			177			207			237		
148			178			208			238		
149			179			209			239		
150			180			210			240		

VN Form 4100-65-1 (02/01) Electronic Version

VOLUME 3

CHAPTER I. FORMS

***15. PRODUCTION STAMP LOG, VN FORM 4100-71**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

B. PRODUCTION STAMP LOG, VN 4100-71

PRODUCTION STAMP LOG
Location _____

NAME	STAMP #	SIGNATURE	INITIALS		STAMP

_____
Name of Validator & Date

VN Form 4100-71 (04/01) Electronic Version Page ____ of ____

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

VOLUME 3

CHAPTER I. FORMS

***16. ENGINE RELEASE, VN FORM 4100-73**

A. INSTRUCTIONS FOR COMPLETION OF FORM

(1) N No.: Enter the United States Registry Identification (Example: N1, N25), of the aircraft on which currently installed.

(2) Serial No.: Enter the aircraft serial number.

(3) TTIS: Enter the aircraft total time in service.

(4) Landings: Enter the total aircraft landings.

(5) Model: Enter the engine model.

(6) Serial No.: Enter the engine serial number.

(7) TSN: Enter the engine time since new.

(8) TSO: Enter the engine time since overhaul.

(9) TSHSI: Enter the engine time since hot section inspection.

(10) CSN: Enter the cycles since new.

(11) CSOH: Enter the cycles since overhaul.

(12) CSHSI: Enter the cycles since hot section inspection.

(13) Enter type of inspection.

(14) Enter Work Order number.

(15) Enter type of inspection and reference.

(16) Signature of authorized individual.

(17) Date signed.

NOTE: Repeat procedure for the opposite engine as applicable.

B. DISPOSITION OF FORM

The form contains an Engine #1, Left Position, and an Engine #2, Right Position, on the same sheet. Upon completion, they will be separated and attached to the appropriate sheet in their respective Engine Log.

C. ENGINE RELEASE, VN FORM 4100-73

AAIP
ENGINE RELEASE

N No: ___ Serial No: _____ TTIS: _____ Landings: _____ Date: _____

Engine: #1 Left Position

Model: _____ Serial No: _____ TSN: _____ TSO: _____

TSHSI: _____ CSN: _____ CSOH: _____ CSHSI: _____

Complied With _____ Inspection and Special Inspection Requirements:

See W/O # _____ for details on file at this repair station.

I certify that this engine has been inspected in accordance with a _____ inspection IAW Flight Standards Division Southwest Region Approved Aircraft Inspection Program (AAIP) and this engine was determined to be in an airworthy condition and is approved for return to service.

Signed _____

OKC, UA2R206L, Aviation Systems Standards, Aircraft Maintenance and Engineering Division, AVN-300, P.O. Box 25082, Oklahoma City, OK 73125

AAIP
ENGINE RELEASE

N No: ___ Serial No: _____ TTIS: _____ Landings: _____ Date: _____

Engine: #2 Right Position

Model: _____ Serial No: _____ TSN: _____ TSO: _____

TSHSI: _____ CSN: _____ CSOH: _____ CSHSI: _____

Complied With _____ Inspection and Special Inspection Requirements:

See W/O # _____ for details on file at this repair station.

I certify that this engine has been inspected in accordance with a _____ inspection IAW Flight Standards Division Southwest Region Approved Aircraft Inspection Program (AAIP) and this engine was determined to be in an airworthy condition and is approved for return to service.

Signed _____

OKC, UA2R206L, Aviation Systems Standards, Aircraft Maintenance and Engineering Division, AVN-300, P.O. Box 25082, Oklahoma City, OK 73125

VN Form 4100-73 (07/03) Electronic Version

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
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CHAPTER I. FORMS

***17. PROPELLER RELEASE, VN FORM 4100-74**

A. INSTRUCTIONS FOR COMPLETION OF FORM

(1) N No.: Enter the United States Registry Identification (Example: N1, N25), of the aircraft on which currently installed.

(2) Serial No.: Enter the aircraft serial number.

(3) TTIS: Enter the aircraft total time in service.

(4) Landings: Enter the total aircraft landings.

(5) Serial No.: Enter the propeller serial number.

(6) TSN: Enter the propeller time since new.

(7) TSO: Enter the propeller time since overhaul.

(8) Complied With: Enter the name of the inspection accomplished.

(9) See W/O#: Enter Repair Station Work Order number.

(10) …in accordance with a: Enter the name of the inspection accomplished.

(11) …and complies with: Enter the manual reference.

(12) Signed: Enter signature of authorized individual.

(13) Date: Enter date of return to service.

NOTE: Repeat procedure for the opposite propeller as applicable.

B. DISPOSITION OF FORM

The form contains a Prop #1, Left Position, and a Prop #2, Right Position, on the same sheet. Upon completion, they will be separated and attached to the appropriate sheet in their respective Propeller Log.

C. PROPELLER RELEASE, VN FORM 4100-74

PROPELLER RELEASE
Prop: #___ _____ Position

N No: ___ A/C Serial No: _____ TTIS: _____ Landings: _____

Prop Serial No: _____ TSN: _____ TSO: _____

Complied With _____ Inspection and Special Inspection Requirements:

See W/O # _____ for details on file at this repair station.

I certify that this propeller has been inspected in accordance with a _____ inspection and complies with _____ and this propeller was determined to be in an airworthy condition and is approved for return to service.

Signed _____ Date _____

OKC, UA2R206L, Aviation System Standards, Aircraft Maintenance and Engineering Division,
AVN-300, P.O. Box 25082, Oklahoma City, OK 73125
VN 4100-74 (07/03) Electronic Version

PROPELLER RELEASE
Prop: #___ _____ Position

N No: ___ A/C Serial No: _____ TTIS: _____ Landings: _____

Prop Serial No: _____ TSN: _____ TSO: _____

Complied With _____ Inspection and Special Inspection Requirements:

See W/O # _____ for details on file at this repair station.

I certify that this propeller has been inspected in accordance with a _____ inspection and complies with _____ and this propeller was determined to be in an airworthy condition and is approved for return to service.

Signed _____ Date _____

OKC, UA2R206L, Aviation System Standards, Aircraft Maintenance and Engineering Division,
AVN-300, P.O. Box 25082, Oklahoma City, OK 73125

VN 4100-74 (07/03) Electronic Version

AVIATION SYSTEM STANDARDS
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CHAPTER I. FORMS

***18. AIRFRAME RELEASE, VN FORM 4100-75**

A. INSTRUCTIONS FOR COMPLETION OF FORM

(1) Work Order No.: Enter the repair station work order number.

(2) N No.: Enter United States Registry Identification. Example N1, N25.

(3) S/N: Enter the aircraft serial number.

(4) Model: Enter the aircraft model number.

(5) ACTT: Enter the aircraft total time.

(6) ACCSN: Enter the aircraft cycles since new.

(7) Landings: Enter aircraft total landings.

(8) Hour Meter (Hobbs Meter): Enter hours indicated on the hour meter.

(9) Date In: Enter the date in work.

(10) Date Out: Enter the date the inspection was completed.

(11) Inspection Type: Self-explanatory.

(12) Owner/Address: Self-explanatory.

(13) Operator/Address: Self-explanatory.

(14) L/H Engine S/N: Enter engine serial number.

(15) TT: Enter engine total time.

(16) Total Cycles: Enter engine total cycles.

(17) TSO: Enter time since overhaul.

(18) CSO: Enter cycles since overhaul.

(19) TSHSI: Enter time since hot section inspection.

(20) CSHSI: Enter cycles since hot section inspection.

(21) R/H Engine S/N: Enter engine serial number.

(22) TT: Enter engine total time.

(23) Total Cycles: Enter engine total cycles.

(24) TSO: Enter time since overhaul.

(25) CSO: Enter cycles since overhaul.

(26) TSHSI: Enter time since hot section inspection.

(27) CSHSI: Enter cycles since hot section inspection.

(28) L/H Prop S/N: Enter left hand prop serial number.

(29) L/H Prop TT: Enter left hand prop total time.

(30) L/H Prop TSO: Enter left hand prop time since overhaul.

(31) R/H Prop S/N: Enter right hand prop serial number.

(32) R/H Prop TT: Enter right hand prop total time.

(33) R/H Prop TSO: Enter right hand prop time since overhaul.

(34) Researched By: Enter the name of the individual accomplishing records research.

(35) List By ATA: List special inspection areas by ATA (Airline Transport Association of America) number.

(36) AD's C/W This Maintenance Visit: List AD's accomplished.

(37) AD Status: Enter biweekly currency date.

(38) Unscheduled Maintenance C/W This Maintenance Visit: Itemize by Control Sequence Number.

(39) Components Replaced: List individually by ATA number, Noun, Part Number and Serial Number.

(40) Next Phase Inspection Due at Aircraft TTIS and/or Date: Enter A/C TTIS and/or Date.

(41) Complete certification statement, sign and date.

B. DISPOSITION OF FORM

Upon completion, the form will be attached to the appropriate Aircraft Log sheet.

C. AIRFRAME RELEASE, VN 4100-75

AIRFRAME RELEASE
Work Order No. _____

N No. _____ S/N: _____ MODEL: _____

ACTT: _____ AC CSN: _____ Landings: _____ Hour Meter (Hobbs): _____

Date In: _____ Date Out: _____ Inspection Type: _____

Owner/Address:

_____

Operator/Address:

_____

L/H Engine S/N: _____
TT: _____ Total Cycles: _____ TSO: _____ CSO: _____
TSHSI:_____ CSHSI: _____

R/H Engine: S/N: _____
TT: _____ Total Cycles: _____ TSO: _____ CSO: _____
TSHSI:_____ CSHSI: _____

L/H Prop S/N: _____ L/H Prop TT:_____ L/H Prop TSO: _____
R/H Prop S/N: _____ R/H Prop TT:_____ R/H Prop TSO: _____

Researched By: _____

Special Inspections complied with this maintenance visit:
LIST BY ATA:
_____ _____

AD's, S/B's, STC's, etc., C/W this maintenance visit:
1. _____

AD Status:
ADs are current through biweekly _____

Unscheduled Maintenance C/W This Maintenance Visit:
LIST BY CONTROL SERIAL NUMBER:
1. _____

Components Installed/Replaced:

ATA	NOUN	P/N	S/N
_____	_____	_____	_____

Next Phase Inspection Due at Aircraft TTIS and/or Date: _____

I certify that this aircraft has been inspected in accordance with a _____ inspection IAW _____ and this aircraft was determined to be in an airworthy condition and is approved for return to service.

Pertinent details of this inspection are on file at Repair Station OKC, UA2R206L by Work Order Number.

Signed _____ Date: _____

VN Form 4100-75 (08/02) Electronic Version

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CHAPTER I. FORMS

***19. AIRCRAFT GROUND OPERATOR QUALIFICATION/PROFICIENCY CHECK, VN FORM 4100-88**

A. INSTRUCTIONS FOR COMPLETION OF VN FORM 4100-88.

All blocks are self-explanatory.

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*B. AIRCRAFT GROUND OPEREATOR QUALIFICATION/PROFICIENCY CHECK, VN FORM 4100-88

AIRCRAFT GROUND OPERATOR QUALIFICATION/PROFICIENCY CHECK		AIRCRAFT
APPLICANT'S NAME		ROUTING SYMBOL:
WRITTEN EXAM. GRADE	DATE GROUND SCHOOL COMPLETED	RECOMMENDED FOR CHECK BY

	GRADES		
	ITEM	**SAT.**	**UNSAT.**
1.	ORAL EXAMINATION OF REGS. STANDARD AND EMERGENCY PROCEDURES, AIRCRAFT IN GENERAL	☐	☐
2.	EXTERIOR INSPECTION OF AIRCRAFT	☐	☐
3.	INTERIOR INSPECTION OF AIRCRAFT	☐	☐
4.	KNOWLEDGE AND USE OF PRESTARTING CHECKLIST	☐	☐
5.	UTILIZATION OF FIREGUARD	☐	☐
6.	USE OF AUXILIARY POWER UNIT	☐	☐
7.	ENGINE STARTING PROCEDURE	☐	☐
8.	KNOWLEDGE OF TOWER LIGHT SIGNALS	☐	☐
9.	KNOWLEDGE AND USE OF RADIOS, IF REQUIRED	☐	☐
10.	UTILIZATION OF SEAT BELTS	☐	☐
11.	KNOWLEDGE AND USE OF HAND SIGNALS	☐	☐
12.	TAXIING TECHNIQUE	☐	☐
13.	USE OF BRAKES	☐	☐
14.	NOSE WHEEL STEERING, IF APPLICABLE	☐	☐
15.	USE OF TAXI CHECKLIST	☐	☐
16.	USE OF REVERSE THRUST, IF APPLICABLE *(Not to be used to back aircraft)*	☐	☐
17.	STOPPING TECHNIQUE *(Into wind for run-up)*	☐	☐
18.	REACTION TO SIMULATED EMERGENCIES *(Fire, hydraulic loss, etc.)*	☐	☐
19.	KNOWLEDGE AND USE OF ALL AIRCRAFT LIGHTS, IF APPLICABLE	☐	☐
20.	TECHNIQUE OF RETURNING TO RAMP AND PARKING	☐	☐
21.	ENGINE SHUTDOWN PROCEDURE	☐	☐
22.	AIRCRAFT SECURING AND TIE-DOWN PROCEDURE	☐	☐
23.	TOWING AIRCRAFT	☐	☐
24.	OTHER: (Specify)	☐	☐
		☐	☐
		☐	☐
		☐	☐

DATE	EXAMINER'S SIGNATURE

VN Form 4100-88 (04/02) Electronic Version

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UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
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CHAPTER I. FORMS

***20. PROCEDURES FOR WORK ORDER, VN FORM 4100-145**

A. INSTRUCTIONS FOR COMPLETION OF FORM

(1) **Location**: Place a checkmark in your location block.

(2) **CRS NO.**: Automatically assigned according to location checked.

(3) **Address**: Automatically assigned according to location checked.

(4) **City/State/Zip**: Automatically assigned according to location checked.

(5) **Telephone**: Automatically assigned according to location checked.

(6) **FAX No.**: Automatically assigned according to location checked.

(7) **Work Order No.**: Number of work order assigned.

(8) **Document No.**: To be generated electronically.

(9) **Date**: Automatically dated when location is checked.

(10) **Customer Name**: Self-explanatory.

(11) **Arrival Date**: Date item arrived.

(12) **Address**: Customer's address.

(13) **City/State/Zip**: Customer's city/state/zip.

(14) **Phone No.**: Customer's phone number.

(15) **FAX No.**: Customer's FAX number.

(16) **N-**: N number of aircraft, if applicable.

(17) **MFR.**: Automatically inserted according to N-number.

(18) **Mdl.**: Automatically inserted according to N-number.

(19) **S/N**: Automatically inserted according to N-number.

(20) **A/C Hrs.**: Aircraft hours.

(21) **A/C Ldgs.**: Number of aircraft landings.

(22) **Nomenclature**: Name of component.

(23) **Mfr.**: Component manufacturer.

(24) **Mdl.**: Component model.

(25) **S/N**: Component serial number.

(26) **P/N**: Component part number.

(27) **Discrepancy**: Narrative/Explanation necessary to identify discrepancy.

(28) **Preliminary Insp.**: Check if applicable.

(29) **Hidden Damage Insp.**: Check if applicable.

(30) **In Progress Insp.**: Check if applicable.

(31) **Final Insp.**: Check if applicable.

(32) **Corrective Action**: Narrative/explanation necessary to identify corrective action.

(33) **Data Reference**: Reference to approved data for corrective action.

(34) **Parts Used**: Parts used to repair item.

(35) **Corrected by**: Individual who repaired item.

(35) **Date**: Date of repair.

(36) **Inspected by**: Inspector who inspected repaired item.

(37) **Signed**: Authorized signature to approve release to return to service.

(38) **Date**: Date of signature.

B. WORK ORDER, VN FORM 4100-145

WORK ORDER Work Order No: _____

Aviation System Standards Document No: _____

Aircraft Maintenance and Engineering Division Date: _____

FAR 145 Certification Page: ____ of _____

Location:	☐ (OKC)	☐ (ANC)	☐ (ATL)	☐ (BTL)	☐ (SAC)
CRS No.:	UA2R206L	UA27206L	UA23206L	UA28206L	UA25206L

CRS Address: _____ City: _____ State: ___ Zip: _____ Phone: _____ Fax: _____

Customer Name: _____ Arrival Date: _____

Address: _____ City: _____ State: ___ Zip: _____ Phone: _____ Fax: _____

AIRCRAFT INFORMATION

N-_____ Mfr: _____ Mdl: _____ S/N: _____ A/C Hrs: _____ A/C Ldgs: _____

COMPONENT INFORMATION

Nomenclature: _____

Mfr: _____ Mdl: _____ S/N: _____ P/N: _____

Discrepancy:

_____

_____

_____

Preliminary Insp. ☐ Hidden Damage Insp. ☐ In Progress Insp. ☐ Final Insp. ☐

Corrective Action:

_____

_____

_____

Data Referenced: _____

Parts Used:

	Nomenclature	Part No.	Qty		Nomenclature	Part No.	Qty
1.				6.			
2.				7.			
3.				8.			
4.				9.			
5.				10.			

Corrected by: _____ Date: _____ Inspected by: _____

MAINTENANCE RELEASE:

The aircraft, airframe, aircraft engine, propeller, or appliance identified above was repaired and inspected in accordance with current Regulations of the Federal Aviation Administration and is approved to Return to Service.

Signed: _____ Date: _____

VN Form 4100-145 (03/00) Electronic Version (Omniform)

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CHAPTER I. FORMS

***21. PROCEDURES FOR WORK ORDER CONTINUATION SHEET, VN FORM 4100-145-1**

A. INSTRUCTIONS FOR COMPLETION OF FORM

(1) **Corrective Action** (continued): Narrative/explanation necessary to identify corrective action.

(2) **Parts Used** (continued): Parts used to repair item.

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B. WORK ORDER CONTINUATION SHEET, VN FORM 4100-145-1

WORK ORDER Work Order No.: _____
Continuation Sheet Document No.: _____
CFR Title 14 Part 145 CERT. No.: RU3A796U Date: _____
Page 2 of 2

Corrective Action (continued):

Parts Used (continued):

	Nomenclature	Part No.	Qty		Nomenclature	Part No.	Qty
11				12			
13				14			
15				16			
17				18			
19				20			
21				22			
23				24			
25				26			
27				28			
29				30			
31				32			
33				34			
35				36			
37				38			

VN Form 4100-145-1 (03/00) Electronic Version

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CHAPTER I. FORMS

***22. INCOMPLETE MAINTENANCE WORK TURNOVER, VN FORM 4100-154**

A. GENERAL

This form is used to document incomplete maintenance or inspection work so that the technician/inspector assuming responsibility for the task can ensure the work is completed without overlooking any required steps. It is not necessary to use this form for incomplete inspections when appropriate task cards or inspection forms have specific steps detailed by sign-off columns.

B. INSTRUCTIONS FOR COMPLETION OF FORM

(1) Description of Job: Enter complete description of the task being performed. Example: Replace Fuel Control.

(2) Work Done: Enter steps completed (description of specific steps or reference to technical data step at which work stopped). Example: Installation complete up to step A (1)©, Page 3, Chapter/Section 50-00-00, Pratt & Whitney Maintenance Manual.

(3) Work Remaining: Enter steps that must be completed to properly finish the task.

C. DISPOSITION

Completed forms will be attached to the appropriate maintenance record form documenting completion of the task (Aircraft Log, Non-Routine Work Form, etc.) and maintained in the aircraft permanent records.

D. INCOMPLETE MAINTENANCE WORK TURNOVER, VN FORM 4100-154

INCOMPLETE MAINTENANCE WORK TURNOVER	N- WORK ORDER NO. DATE
DESCRIPTION OF JOB	
WORK DONE	
NAME : _____	
WORK REMAINING	

VN Form 4100-154 (01/01) Electronic Version

AVIATION SYSTEM STANDARDS
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***23. NON-ROUTINE WORK, VN FORM 4100-155**

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block Originated By: Enter name and/or stamp or initiator. When the item is transcribed from the Aircraft Log or Deferred Discrepancy List, indicate the source. When transcribing flight crew discrepancies to VN Form 4100-155, write "Pilot Report" after the discrepancy or "P.R" in the upper right-hand corner.

Block Authorized By: A maintenance supervisor must review each Non-Routine Work Form to determine method of repair and complete AUTHORIZED METHOD OF REPAIR block, if required (see back of form). Signature here verifies acceptance and approval of this item for work.

Block Technician: The person completing the corrective action shall stamp or sign their name and enter the time required to complete the item in this block.

Block Inspector: This block shall be signed and/or stamped by the person authorized to accept the corrective action and the time required to inspect the item shall also be entered.

Block P/N On: Enter part number of item installed on the aircraft.

Block S/N On: Enter serial number of item installed on aircraft.

Block S/N Off: Enter serial number of item removed from aircraft.

Block Nomenclature: Enter name of item installed.

Block N-: The originator shall enter the aircraft "N" number in this block.

Block Insp. No.: The originator shall enter the inspection being performed in this block. Example: Number 1 - #1; Number 1 overhaul - #1 Blk., Service - Sve.

Block Date: The originator shall enter the date of item write-up.

Block Card No.: The originator shall enter the section and item number of the routine inspection card to which the discrepancy is related. Mark N/A if not applicable.

Block Item No.: The originator shall enter the section and item number of the Routine Inspection Card to which the discrepancy is related. Mark N/A if not applicable.

Block Severity Code: The originator shall enter a severity code number (reference the operators General Maintenance Manual).

Block Insp. Req.: A quality control inspector or designee shall review all work items entered on VN Form 4100-155 to determine which item will require quality control acceptance. When the inspector decides a physical inspection is not required, NIR (No Inspection Required) will be entered in this block and the inspector making the determination will stamp the Inspector block (8). Those items which are Required Inspection Items will be identified by entering "RII". All other discrepancies will be annotated with an "I" for inspection.

Block Work Order No.: Enter local work order number, if required, or ILM work notice number.

Block Cost Actg. No.: This block provides for input into the FAA cost accounting system. It may be used for any local purpose until the cost accounting system is in place.

B. NON ROUTINE WORK, VN FORM 4100-155

NON ROUTINE WORK

		SKILL	CSN
ORIGINATED BY	ITEM:		
AUTHORIZED BY			
TECHNICIAN			
INSPECTOR			
P/N ON	CORRECTION:		
S/N ON			
S/N OFF			
NOMENCLATURE			

N-	INSP. NO.	DATE	CARD NO.	ITEM NO.	SEV. COD.	INSP. REQ.	WORK ORDER #	COST ACTG #

		SKILL	CSN
ORIGINATED BY	ITEM:		
AUTHORIZED BY			
TECHNICIAN			
INSPECTOR			
P/N ON	CORRECTION:		
S/N ON			
S/N OFF			
NOMENCLATURE			

N-	INSP. NO.	DATE	CARD NO.	ITEM NO.	SEV. COD.	INSP. REQ.	WORK ORDER #	COST ACTG #

		SKILL	CSN
ORIGINATED BY	ITEM:		
AUTHORIZED BY			
TECHNICIAN			
INSPECTOR			
P/N ON	CORRECTION:		
S/N ON			
S/N OFF			
NOMENCLATURE			

N-	INSP. NO.	DATE	CARD NO.	ITEM NO.	SEV. COD.	INSP. REQ.	WORK ORDER #	COST ACTG #

VN Form 4100-155 (01/01) Electronic Version

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CHAPTER I. FORMS

***24. REQUEST FOR ACTION, VN FORM 4100-170**

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block Subject: Briefly describe subject.

Block RFA Number: Enter RFA number.

Block To: Enter addressee.

Block Date of Initial Message: Enter date of initial RFA.

Block Submitted: Enter author of RFA.

Block Number: Enter TI number.

Block Chapter: Enter TI Chapter number.

Block Page: Enter TI page number.

Block Figure-Index: Enter TI figure/index number.

Block A/C Model: Enter aircraft model number.

Block N #: Enter aircraft "N" number.

Block This is a Tech Tip: Check if item will be a maintenance tip.

Block Reason for Request: The reason for the request shall include all supporting information as to why the request is needed. Describe the condition or circumstances surrounding the recommended changes. Identify the source document if the request is based on, or is the result of, another publication.

Block Suggested Language: Include here, in type, the working and/or step-by-step procedures of the change being submitted. A photocopy of the page(s) requiring change should be used and the recommended insertion point on the page marked clearly.

Block Reply Message: Self-explanatory.

Block From: Returnees address.

Block Replier: Name of reply author.

Block Reply Date: Date of reply.

Block Replier Organization: Name of reply organization.

Block Routing Sym.: Enter routing symbol of replier.

B. REQUEST FOR ACTION, VN FORM 4100-170

REQUEST FOR ACTION

SUBJECT:						**RFA NUMBER**	
TO: Aviation System Standards Program/Standards Section, AVN-328 P.O. Box 25082 Oklahoma City, OK 73125						**DATE OF INITIAL MESSAGE** 03/26/2002 **SUBMITTED BY:**	
DOCUMENT AFFECTED	**NUMBER**	**CHAPTER**	**PAGE**	**FIGURE-INDEX**	**A/C MODEL**	**N#**	**THIS A TECH TIP** ☐
REASON FOR REQUEST:							
SUGGESTED LANGUAGE: (Give wording or step by step procedure of subject being submitted) **(Use plain sheet if additional space is required)**							
REPLY MESSAGE:							
FROM:						**REPLIER**	**REPLY DATE**
						REPLIER ORGANIZATION	**ROUTING SYM.**

VN Form 4100-170 (03/00) Electronic Version

VOLUME 3

CHAPTER I. FORMS

***25. AVN TEST EQUIPMENT DECAL, VN FORM 4100-204-1 (Green)**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

B. AVN TEST EQUIPMENT DECAL, VN FORM 4100-204-1 (Green)

S/N	DATE CAL
W.O. NO.	CAL DUE

VN Form 4100-204-1 (01/01) Green Electronic Version

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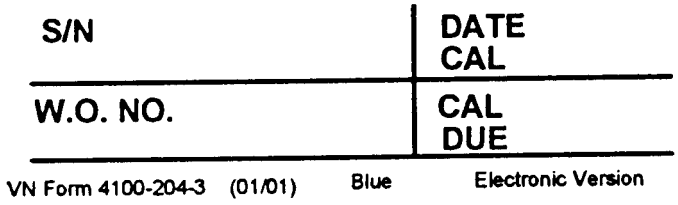
CHAPTER I. FORMS

***26. AVN TEST EQUIPMENT DECAL, VN FORM 4100-204-3 (Blue)**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

B. AVN TEST EQUIPMENT DECAL, VN FORM 4100-204-3 (Blue)



VOLUME 3

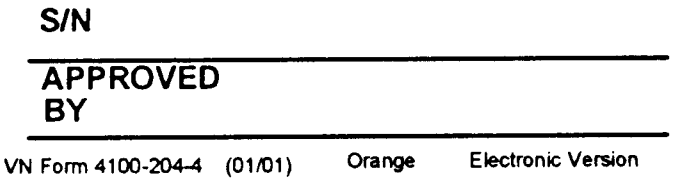
CHAPTER I. FORMS

***27. AVN TEST EQUIPMENT DECAL, VN FORM 4100-204-4 (Orange)**

A. INSTRUCTIONS FOR COMPLETION OF FORM

All blocks are self-explanatory.

B. AVN TEST EQUIPMENT DECAL, VN FORM 4100-204-4 (Orange)



AVIATION SYSTEM STANDARDS
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VOLUME 3

CHAPTER I. FORMS

***28. PART 1 SERVICEABLE PART TAG and PART 2 REPAIRABLE PART TAG, VN FORM 4100-301**

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block 1. A/C No.: Enter aircraft "N" number.

Block 2. Date: Enter date.

Block 3. A/C Total Time: Enter aircraft's total time.

Block 4. Total Landings: Enter aircraft's total landings.

Block 5. Activity: Enter ACY-Atlantic City, ANC-Alaska, ATL-Atlanta, BTL-Battle Creek, OKC-Oklahoma City or SAC-Sacramento.

Block 6. Position No.: Enter position number.

Block 7. Installed By: Enter installer.

Block 8. Part No.: Enter part number.

Block 9. Serial No.: Enter serial number.

Block 10. Purchase Order: Enter purchase order number.

Block 11. Date OH/New/CC: Enter overhaul, new or capacity check date.

Block 12. TSO/TSN/CC: Enter time since overhaul, time since new or capacity and check date.

Block 13. Nomenclature: Enter name of part.

Block 14. NSN: Enter national stock number.

Block 15. Work Order No.: Enter work order number.

Block 16. Total Ldng's/Cycles: Enter total landings or total cycles.

Block 17. Unit Total Time: Enter unit total time.

Block 18. Work Done: Check appropriate box.

Block 19. O/H Mfg. By/Repair/CC: Enter overhaul manufacturer by, repair or capacity check.

Block 20. Inspection/Test Req. if in Storage After: Enter date for inspection or functional test, if in storage after.

Block 21. Accepted By (Insp.): Enter inspector's name.

Block 22. Activity: Enter routing symbol.

Block 23. Date: Enter date.

Block 24. O/H Mfg. By: Enter overhaul manufacturer.

Block 25. ATA: Enter ATA code.

Block 26. Part Serial No.: Enter part serial number.

Block 27. Person Removing Part: Enter remover.

Block 28. Total Landings/Cycles: Enter total landings or total cycles.

Block 29. Unit TSO/TSN/CC: Enter unit time since overhaul, time since new or capacity check date.

Block 30. Part Number: Enter part number.

Block 31. ARR No.: Enter ARR number.

Block 32. How Malfunction or Defective or Comments: Enter malfunction, defective or comment about removed part.

Block 34. OC: Check, if on-condition part.

Block 35. HT: Check, if hard-time part.

B. PART 1 SERVICEABLE PART TAG and PART 2 REPAIRABLE PART TAG, VN FORM 4100-301

AVN FLIGHT INSPECTION MAINTENANCE DIVISION
INSTALLATION RECORD

1. A/C No.	2. Date	3. A/C Total Time	4. Total Landings
5. Activity	6. Position No.	7. Installed By	

INSTALLED PART DATA

8. Part No.	9. Serial No.	
10. Purchase Order	11. Date OH/New/CC	12. TSO/TSN/CC
13. Nomenclature	14. NSN	
15. Work Order No.	16. Total Ldngs/Cycles	17. Unit Total Time

18. WORK DONE ☐ Tech Insp ☐ Repaired ☐ Funct Test ☐ Cap. Check ☐ Overhauled ☐ New Part

19. O/H Mfg By/Repair/CC

RECEIVING INSPECTION

20. Inspection/Test Req If In Storage After

21. Accepted By (Insp)	22. Activity	23. Date

REMOVED PART DATA

24. O/H Mfg By	25. ATA
26. Part Serial No.	27. Person Removing Part (*Please Print*)
28. Total Ldngs/Cycles	29. Unit TSO/TSN/CC
30. Part Number	31. ARR No.

32. How Malfunction or Defective or Comments

34. OC ☐	35. HT ☐

PARTS CONTROL TAG
VN FORM 4100-301 (01/01)
PART 1 SERVICEABLE PART TAG

AVN FLIGHT INSPECTION MAINTENANCE DIVISION
REPAIRABLE PART TAG

1. A/C No.	2. Date	3. A/C Total Time	4. Total Landings
5. Activity			
8. Part No.	9. Serial No.		
13. Nomenclature	14. NSN		

REMOVED PART DATA

24. O/H Mfg By	25. ATA
26. Part Serial No.	27. Person Removing Part (*Please Print*)
28. Unit Total Landings	29. Unit TSO/TSN/CC
30. Part Number	31. ARR No.

32. How Malfunction or Defective or Comments

This certifies that this unit/core is in a repairable condition and has not been subject to severe stress or heat during our possession.

PARTS CONTROL TAG
VN FORM 4100-301 (01/01)
PART 2 REPAIRABLE PART TAG

VOLUME 3

CHAPTER I. FORMS

***29. CONDEMNED PART TAG, VN FORM 4100-302 (Red)**

A. INSTRUCTIONS FOR COMPLETION OF FORM

Block NSN: Enter National Stock Number.

Block Part No.: Enter part number.

Block Ser. No.: Enter serial number.

Block Manufacturer: Enter manufacturer.

Block TSO: Enter Time Since Overhauled.

Block Date Removed: Enter date removed.

Block ARR No: Enter ARR number.

Block Activity: Enter routing symbol of activity rejecting the part.

Block Reason for Rejection: Enter reason for rejection.

Block Rejected By: Enter rejected by signature or stamp of person rejecting the part.

B. CONDEMNED PART TAG, VN FORM 4100-302 (Red)

AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

***VOLUME 4 - TRAINING**
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AVIATION SYSTEM STANDARDS
REPAIR STATION NO. UA2R206L (OKC), UA27206L (ANC),
UA23206L (ATL), UA28206L (BTL), UA25206L (SAC)
REPAIR STATION/QUALITY CONTROL MANUAL

***VOLUME 4 TRAINING**

CHAPTER I. TRAINING

1. TRAINING PROGRAM

A. GENERAL

(1) The Training Program will be used to ensure that each person (including inspection personnel) determining the adequacy of work done is fully informed about the procedures, techniques, and any new equipment used by the Certified Repair Station.

(2) The Training Program will also ensure that each person performing maintenance or inspection is competent to perform those duties.

B. RESPONSIBILITIES

(1) The Division/Accountable Manager is responsible for the overall content, quality, and administration of the Maintenance and Inspection Training Program.

(2) The section supervisor is responsible for the determination of the training needs of each individual assigned to their respective section. The section supervisor will also ensure that all requirements of the Training Program are satisfactorily completed as required.

C. EQUIVALENT TRAINING EXPERIENCE

In lieu of training, the Section Supervisor, may accept documents, certificates, and authorizations an employee received during previous employment which reflects equivalent training received or experience gained. The previous experience or training gained must be carefully evaluated, using manufacturers' manuals or other appropriate technical publications, by the manager or supervisor to ensure its applicability to the job the person is to perform.

D. METHODS OF TRAINING

(1) Formal Classroom (Academy or out of agency)

(a) This is formal classroom type training that is performed under the supervision of an instructor in the FAA Academy or at an out of Agency training facility.

(b) Formal classroom training may be supported by classroom mockups, visual aids, videos or practical demonstrations.

(c) Documents and certificates will be presented to the student upon satisfactory completion of the course and will be entered in the student's permanent training record.

(2) OJT (On-the-Job Training)

(a) OJT is conducted at the work site by a supervisor, designated instructor, or manufacturer representative. This type of training is limited to the demonstration of a maintenance operation or the direct supervision of an employee performing a maintenance operation.

(b) OJT is accomplished by utilizing the applicable technical publications that contain the approved/accepted procedures for the maintenance or inspection task to be accomplished. The instructor assigned to conduct the individual OJT will ensure that all applicable technical information for the specific OJT is used.

(c) The instructor will complete an On-the-Job Training Certificate, VN Form 4100-60 (reference Chapter VI) after satisfactory completion of the training. The instructor will document the OJT that was accomplished and the specific technical information that was used as a basis for the training. The completed VN Form 4100-60 is verification that the technician has been trained and is competent to perform maintenance or inspection of the particular system or equipment. The technician will sign the form verifying the satisfactory completion of the training. After the supervisor has verified the training was accomplished, VN Form 4100-60 will then be filed in the individual's training record.

(d) OJT instructors must be authorized and designated by the Quality Assurance Branch, AVN-320. OJT instructors must meet the following requirements:

1 Individual must be currently qualified by training or experience on the specific make/model of aircraft or engine, system, or appliance for which the OJT will be conducted.

2 Individual must be recommended for the OJT instructor designation by his/her immediate supervisor, the branch manager and accepted by the Quality Assurance Branch, AVN-320.

3 A list of designated OJT instructors will be maintained by the Quality Assurance Branch, AVN-320.

(3) Direct Study

Direct study training is not required but is recognized as being an integral part of an employee's career progression. There are various forms of directed study courses. Some examples of this type training are CBT (Computer Based Training) and Correspondence Courses. If a direct study training course is evaluated by the Manager, AVN-320, and determined to be directly applicable to the job a person is assigned, it may be accepted as formal training when a means for determining satisfactory completion of the course can be established.

E. TRAINING REQUIREMENTS

(1) Maintenance/Avionics Inspection Orientation Course

A CBT FAR 135/145 Differences Course has been developed for AVN maintenance personnel who perform maintenance and are involved in the support. It consists of eight hours of CBT instruction.

(a) The course content is as follows:

General Maintenance Manual, TI 4100.24, Organizational Mission, Responsibilities and Structure.
FI Maintenance/Inspection Program
Technical Issuance System/Revision and Distribution.
Aircraft Log, VN Form 4100-8
Component Replacement and Return to Service
Required Inspection Items (RII)
Aeronautical Reliability Report (ARR)
Minimum Equipment List (MEL)
Special Flight Permit
Test/Evaluation Flights
Cannibalization
Engineering Order (EO) System
Weight and Balance
Special Inspection
Precision Measuring Equipment

(b) The intent of the above course is to provide an increased awareness of the requirement for each employee to comply with the policies and procedures contained in this Manual.

(2) Technical Training

(a) Any person authorized to perform maintenance or inspections and that ensures adequacy of work on aircraft or equipment must be fully informed about procedures, techniques and new equipment. Training on specific make and model airframe, powerplant, propeller, class of avionics equipment, or aircraft accessories is obtained through Formal training, OJT training, Directed Study or equivalent experience.

1 The formal training may be accomplished by attending a technical training course conducted by a manufacturer, a contract training organization or the FAA Academy. The FAA Academy and out-of-agency courses are listed in the FAA Catalog of Training.

Satisfactory completion of these courses requires documentation such as a diploma or certificate of completion.

2 OJT will be accomplished per paragraph D of this section.

3 Informal training, depending on experience, may be tailored towards the individual, i.e., reading or reviewing of pertinent information, technical publications, maintenance manual procedures, etc.

4 When new equipment is introduced into the AVN Maintenance System, the Engineering Order (EO) will identify training required.

5 After an individual satisfactorily completes RII training, the Quality Control Section Supervisor, AVN-324, will prepare an Authorization Request, VN Form 4100-21. The designation and any limitations will be documented on the form and maintained by the Quality Control office.

(4) Recurrent Training

(a) Recurrent training will be documented in the individual's training record.

(5) Aircraft Ground Operator Training

(a) Any person that performs engine run-up or taxi of aircraft must be trained and authorized to perform the task. Each maintenance supervisor will ensure that any person under his supervision that performs engine run-up and taxi duties is properly trained and authorized.

(b) Each person recommended for run-up and taxi authorization must be recommended by the maintenance supervisor. Also, each person must successfully demonstrate, to a designated OJT instructor, the ability to meet the requirements set forth on the Aircraft Ground Operator Qualification/Proficiency Check, VN Form 4100-88.

(c) Prior to the required demonstration, each individual will be familiar with the following areas:

1 Qualification and authorization requirements and the Repair Station/Quality Control Manual, TI 4100.27.

2 Maintenance records and Aircraft Logs

3 Aircraft exterior and interior inspection

4 Aircraft checklist

5 Fireguard

6 Pre-start procedures

7 Aircraft and engine limitations

8 Radio/Communications

9 Hand signals

10 Brakes and steering

11 Engine shutdown

12 Aircraft securing

(d) The proficiency check examiner will forward VN Form 4100-88 and completed test to the individual's supervisor for inclusion in the employee's training records. The supervisor or designated personnel should ensure that AVN-324 makes the required electronic database entries for personnel authorizations. A current list of authorized taxi/engine run-up personnel will be compiled and maintained in the electronic database.

(e) The designated proficiency check examiner may be any qualified individual who has received training in the make and model aircraft for which authority is being sought to perform engine run-up and taxi.

F. INSTRUCTOR QUALIFICATIONS

(1) Formal training conducted by the FAA Academy or out-of-agency organizations listed in the FAA Catalog of Training are evaluated and approved by the FAA. This approval ensures that the training meets required standards and qualified instructors are used. Any out-of-agency or contract training that is not listed in the FAA Catalog of Training will be evaluated by the Branch which needs the training to ensure that the training meets requirements and qualified instructors are used.

(2) OJT instructors must be currently trained or experienced on the specific make and model of aircraft/engine, system, or appliance for which the OJT will be conducted. A list of authorized OJT instructors will be maintained by the Quality Assurance Branch, AVN-320, within the electronic database, Special Authorizations for tracking purposes only.

G. TRAINING RECORDS

(1) Formal training is maintained in the Integrated Personnel and Payroll System (IPPS). Completion of formal training is entered by the assigned organization, AVN-303, into the IPPS system. After completion of Formal Training, each Branch should send a copy of the training certificate, complete with beginning and ending dates and total training hours, to the training department in AVN-303 for entry into the IPPS system.

(2) Formal training will also be documented along with OJT and Recurrent Training on Individual Training Record, VN Form 4100-61 (Reference Chapter VI), IPPS, electronic database generated training records, and maintained by the appropriate branch or individuals assigned organization. The supervisor of the individual is responsible for the completion of VN Form 4100-61, and available through normal distribution.

(3) All training records will be maintained in the individuals' training folder during active employment by AVN-300. When the individual is no longer employed by AVN-300, the file will be retained for two (2) years and then destroyed by shredding.

H. TRAINING PROGRAM REVISIONS

(1) The Division/Accountable Manager is responsible for all revisions to the training program.

(2) Revisions will be approved by the Division/Accountable Manager and submitted to the Federal Aviation Administration for acceptance.

(3) Revisions to the training program will be recorded, implemented and identified in accordance with Chapter I of this Manual.